The Official Guide to Post-Secondary Credit Transfer in B.C.

# *British Columbia Transfer Guide 2002-2003*

BRITISH COLUMBIA COUNCIL ON
ADMISSIONS & TRANSFER

SUPPORTING B.C.'s EDUCATION SYSTEM

www.bccat.bc.ca

***BRITISH COLUMBIA TRANSFER GUIDE, 2002-2003***

Copyright © 2002,
by the British Columbia Council on Admissions and Transfer (BCCAT*).
All rights reserved.

**Published by:**
***BRITISH COLUMBIA COUNCIL ON ADMISSIONS AND TRANSFER***
**709 - 555 Seymour Street, Vancouver, B.C. V6B 3H6**
**Tel.: 604-412-7700**
**Fax: 604-683-0576**
**Email: admin@bccat.bc.ca**
**Web: www.bccat.bc.ca**

Design & Production:
*Bendall Books, Educational Publishers & Publishing Services*
Fax: 250-743-2910
Email: bendallbooks@islandnet.com
Web: www.islandnet.com/bendallbooks

While every effort has been made to make this guide as complete and accurate as possible, neither the B.C. Council on Admissions and Transfer, Bendall Books or the institutions of B.C.'s post-secondary education system can be held liable for any errors in, or omissions from this work.

Printed in Canada.

***British Columbia Cataloguing in Publication Data***
Main entry under title:
British Columbia transfer guide. — 1990/91-
Annual
ISSN 1180-3630
1. Students, Transfer of - British Columbia.
2. College credits - British Columbia.
3. Universities and colleges - British Columbia - Entrance requirements.
I. British Columbia Council on Admissions and Transfer.
LB2360.B75 378.16909711

* BCCAT is the official mark of the British Columbia Council on Admissions and Transfer, as published by the Registrar of Trade-marks of the Canadian Intellectual Property Office.

102-06557/

# Table of Contents


1 **Introduction to the New B.C. Transfer Guide** 7

- Transfer in British Columbia 7
- What's Different about This Edition? 7
- How to Use This Guide 8

2 **The B.C. Transfer System** 11

- Institutions in the B.C. Transfer System 11
- System Map 12
- The B.C. Public Post-Secondary System: Types of Institutions 13
- Types of Education and Training Offered 13
- Progression of Studies (chart) 14
- Transfer from Private Institutions 15
- "Sending Institutions" and "Receiving Institutions" 16
- "Accredited" Institutions 16
- Contact Information for Institutions 18

3 **Important Information on Admissions** 19

- Admission to an Institution vs. Admission to a Program 19
- "Open" Admission 20
- Admission to Universities as a B.C. Secondary School Graduate vs. Admission as a B.C. Transfer Student 20
- Criteria for Direct Admission or Admission from a B.C. Secondary School 21
- Criteria for Admission as a B.C. Transfer Student 22
- Other Admission Categories 24

- Admission and Grades 24
- Admission and Prerequisites 25

**4 Credit Transfer in British Columbia 27**

- Transferring Credit: A Two-Step Process 27
- Using the Online Transfer Guide 29
- Online Transfer Guide Sections 29

Frequently Asked Questions (FAQ) about Transfer 30
Course-to-Course Transfer Database 30
Transfer Notes 31
Program Transfer or Block Transfer 31
Associate Degree Transfer 32
Advanced Placement Transfer 32
International Baccalaureate Transfer 32
Business Management Diploma Programs Transfer Guide 33
Adult Basic Education Transfer 33
Horticulture Transfer: Transfer to Kwantlen University College Horticulture Technology Program 33

- How to Read the Online Transfer Guide Search Results 34
- Important Information on Transferring Credit 38
- Transfer Possibilities where Courses or Institutions are *Not* Listed in the Online Transfer Guide 39
- Transferring to a B.C. Post-Secondary Institution from Outside B.C. 40
- Transferring from a B.C. Post-Secondary Institution to an Institution Outside B.C. 43
- Can I Transfer *From* a University? 44
- Principles and Guidelines for Transfer 46
- Supplemental Principles and Guidelines for Transfer 48

**5 Frequently Asked Questions About Transfer 51**

- The Questions 51
- Questions and Answers 52

**6 Glossary of Transfer Terms 55**

**7 Online Resources 59**

**8 The B.C. Council on Admissions & Transfer 61**

- BCCAT Activities (chart) 62
- Council and Committee Membership 63
- Staff and Contact Information 66

**9 British Columbia Associate Degrees 67**

- The Associate Degree 67
- Associate of Arts Degree 68
- Associate of Science Degree 68
- Requirements for Both Degrees 68
- Definitions 69
- The B.C. Associate Degree: Admission and Transfer Implications 69

**10 Institution-Specific Transfer Notes, 2002-2003 71**

- B.C. Institute of Technology 72
- B.C. Open University and Open College 75
- Emily Carr Institute of Art & Design 79
- Royal Roads University 81
- Simon Fraser University 83
- Trinity Western University 93
- The University of British Columbia 96
- University College of the Fraser Valley 101
- University of Northern British Columbia 103
- University of Victoria 105

**Index 113**

# Introduction to the New B.C. Transfer Guide

## ◆ Transfer in British Columbia

The provision of courses for transfer to degree programs has been a major function of public post-secondary institutions in British Columbia. Since the inception of community colleges in the 1960s and 1970s, institutions have maintained an admirable record of cooperation in addressing transfer and articulation issues. As a result, students in B.C. can start a baccalaureate degree at a college, university college, or institute, and transfer to a degree granting institution to finish it. They can move between institutions in a variety of ways to complete other credentials, such as associate degrees, diplomas and technological qualifications.

Since 1976 the institutions have endorsed a formal set of Principles and Guidelines for Transfer. This document (see page 46) is the basis upon which all institutions build their transfer agreements.

The transfer system in B.C. is coordinated and managed by the B.C. Council on Admissions and Transfer (BCCAT). Since accurate, reliable and current information about transfer agreements is crucial to the smooth operation of the transfer system, two responsibilities of BCCAT are to publish the *B.C. Transfer Guide* and to maintain BCCAT Online, the web-based service that includes the Online Transfer Guide.

***The* B.C. Transfer Guide, *in conjunction with the Online Transfer Guide, is the definitive authority on transfer in British Columbia. Together, these two resources contain information on the formal and informal criteria, policy, processes, regulations and agreements for transfer formulated by BCCAT and endorsed by all institutions that participate in the B.C. transfer system.***

## ◆ What's Different about This Edition?

This is the 13th annual province-wide *Transfer Guide*. It has been substantially redesigned and reorganised. The main difference from previous editions is that the transfer tables, which ran to 700+ pages in the last edition, are no longer included. All transfer agreements are now accessible through the Online Transfer Guide, the first icon on the home page at BCCAT Online, www.bccat.bc.ca.

The 2002–2003 *B.C. Transfer Guide* includes new information on admissions, on non-traditional transfer, on transfer into and out of B.C., on the Associate Degree, and more.

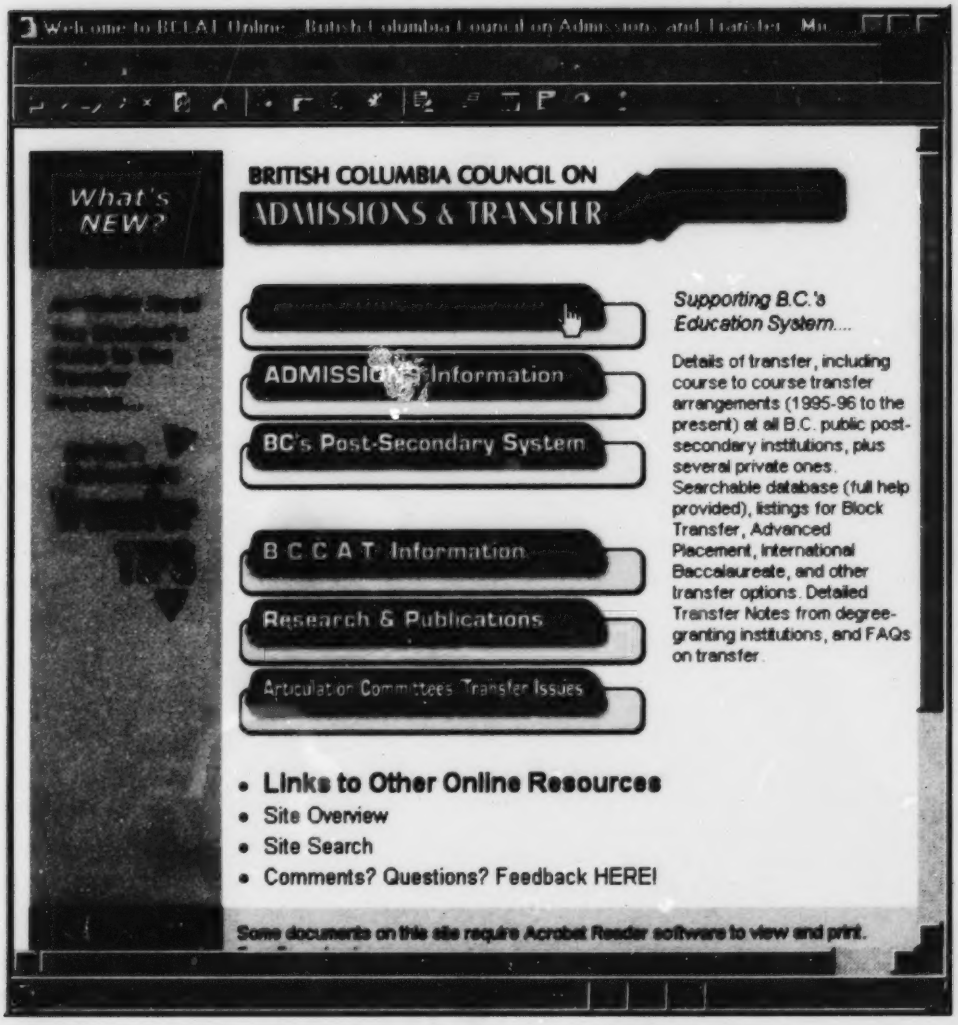
## ◆ How to Use This Guide

The *B.C. Transfer Guide* contains all the information necessary to an understanding of how transfer works in B.C. As well as documenting provincial transfer policy and process, it also contains specific transfer notes for some institutions. It should be used in conjunction with two other important resources:

### The Online Transfer Guide

This is the record of all course-to-course transfer agreements, as well as transfer agreements related to specific program areas, and agreements for Advanced Placement and International Baccalaureate Programs. The Online Guide is updated constantly and is the formal record of all transfer agreements in the B.C. post-secondary system. It is located at: www.bccat.bc.ca/tgnew. The Online Transfer Guide can be used in two ways:

- Through the fully searchable database, whereby individual courses and completed programs can be searched by sending or receiving institution. Updated every two


What's NEW?
BRITISH COLUMBIA COUNCIL ON
ADMISSIONS & TRANSFER
ADMISSION Information
BC's Post-Secondary System
B C C A T Information
Research & Publications
Articulation Committees Transfer Issues
Supporting B.C.'s Education System....
Details of transfer, including course to course transfer arrangements (1995-96 to the present) at all B.C. public post-secondary institutions, plus several private ones. Searchable database (full help provided), listings for Block Transfer, Advanced Placement, International Baccalaureate, and other transfer options. Detailed Transfer Notes from degree-granting institutions, and FAQs on transfer.
• Links to Other Online Resources
• Site Overview
• Site Search
• Comments? Questions? Feedback HERE!
Some documents on this site require Acrobat Reader software to view and print.

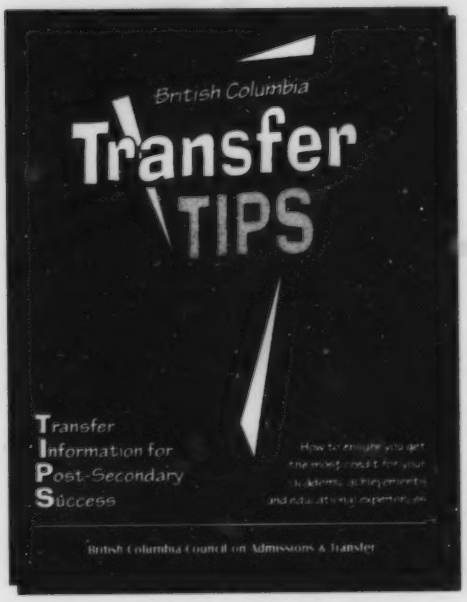
**BCCAT Online's home page, on the Internet at www.bccat.bc.ca**

weeks, this is always the most current version of the course-to-course transfer data.

- Through the printable transfer tables. The tables for each institution are available in Acrobat portable document format (PDF). They can be downloaded and printed on legal sized paper. Institutions may have copies of the tables available for consultation in Student Services and Advising Centres. These versions of the data are updated and produced periodically and represent the state of the database on the day they are produced.

## B.C. Transfer TIPS

This is a user-friendly, student-oriented handbook that outlines how transfer between B.C. post-secondary institutions works. It includes tips, student quotes, scenarios, a personal plan and checklist. It is available free of charge in student advising areas of post-secondary institutions. An electronic version is also available online at www.bccat.bc.ca/tips or through an icon on the BCCAT home page. Advisors, teachers and students can also download and use the *B.C. Transfer TIPS Facilitation Guide*, designed for use in secondary school classrooms, but full of helpful exercises for anyone planning their transfer program.




**The student handbook, *B.C. Transfer TIPS*, is available in hard copy format at most campus admissions and advising offices. Online versions (html and pdf formats) are available at www.bccat.bc.ca**

## Disclaimer

Although every effort has been made to ensure that the *B.C. Transfer Guide* and the Online Transfer Guide are accurate and complete, because of the volume and complexity of the entries, some errors and omissions may exist. Changes to institutions, and institutional and provincial policies and practices that have undergone recent revision may not be accurately reflected in this document.

Users of the *B.C. Transfer Guide* and the Online Transfer Guide are encouraged to consult institutional calendars and students are encouraged to check their transfer plans with appropriate advisors. It is the student's responsibility to verify all information.

# The B.C. Transfer System

## Institutions in the B.C. Transfer System

The British Columbia Transfer System consists of 28 public and 4 private post-secondary institutions. As of May 2002 they were:

**Colleges (main campuses):**

- Camosun College (Victoria)
- Capilano College (North Vancouver)
- College of New Caledonia (Prince George)
- College of the Rockies (Cranbrook)
- Douglas College (New Westminster)
- Langara College (Vancouver)
- North Island College (Courtenay)
- Northern Lights College (Dawson Creek)
- Northwest Community College (Terrace)
- Selkirk College (Castlegar)
- Vancouver Community College (Vancouver)
- Yukon College (Whitehorse, Yukon, and included in the B.C. transfer system.)

**Institutes (main campuses):**

- British Columbia Institute of Technology (Burnaby)
- Emily Carr Institute of Art and Design (Vancouver)
- Institute of Indigenous Government (Vancouver)
- Justice Institute of British Columbia (New Westminster)
- Nicola Valley Institute of Technology (Merritt)

**Agency:**[1]

- Open Learning Agency (B.C. Open University, Open College) (Burnaby)

**University Colleges (main campuses):**

- Kwantlen University College (Surrey)
- Malaspina University-College (Nanaimo)
- Okanagan University College (Kelowna)
- University College of the Cariboo (Kamloops)
- University College of the Fraser Valley (Abbotsford)

**Public universities**[2] **(main campuses):**

- Royal Roads University (Victoria)
- Simon Fraser University (Burnaby)
- The University of British Columbia (Vancouver)
- The University of Northern British Columbia (Prince George)
- The University of Victoria (Victoria)

**Private Institutions:**

- Columbia College (Vancouver)
- Coquitlam College (Coquitlam)
- Corpus Christi College (Vancouver)
- Trinity Western University (Langley)

1 At publication time, the role and mandate of the Open Learning Agency was under review. Changes in programs and services may occur in 2002-2003.

2 The Technical University of B.C. (TechBC) ceased operations in 2002. Please direct all inquiries about TechBC to Simon Fraser University, Office of the Registrar.

# *British Columbia's Post-Secondary Transfer System*

***Main Campuses:***

- B.C. Institute of Technology (1)
- Camosun College (2)
- Capilano College (3)
- College of New Caledonia (4)
- College of the Rockies (5)
- Columbia College (29)
- Coquitlam College (30)
- Corpus Christi College (31)
- Douglas College (6)
- Emily Carr Institute of Art & Design (7)
- Institute of Indigenous Government (8)
- Justice Institute of B.C. (9)
- Kwantlen University College (10)
- Langara College (11)
- Malaspina University-College (12)
- Nicola Valley Institute of Technology (13)
- North Island College (14)
- Northern Lights College (15)
- Northwest Community College (16)
- Okanagan University College (17)
- Open Learning Agency (Open University, Open College, Knowledge Network) (18)
- Royal Roads University (19)
- Selkirk College (20)
- Simon Fraser University (21)
- Trinity Western University (32)
- University of British Columbia (23)
- University College of the Cariboo (24)
- University College of the Fraser Valley (25)
- University of Northern British Columbia (26)
- University of Victoria (27)
- Vancouver Community College (28)
- Yukon College*

Revised: May 2002

* Yukon College, in Whitehorse, Yukon Territory (not shown on map) is a public post-secondary institution which also participates in B.C.'s transfer system.

# ◆ The B.C. Public Post-Secondary System: Types of Institutions

The British Columbia public post-secondary education system consists of 5 universities, the Open Learning Agency, 5 institutes, 11 colleges and 5 university colleges.

## Colleges

Colleges provide a wide range of programs designed to meet the specific needs of the local community. All colleges offer courses in the four main fields of academic, career technical, vocational and adult basic education, including English as a Second Language. In addition, colleges offer a variety of community education programs. Some colleges plan to offer degree programs in applied areas, starting in 2002-2003

## Institutes

Institutes provide specialized instruction in technologies and trades, art and design, law enforcement, and indigenous studies. BCIT and ECIAD may also offer degrees in some specialised and applied areas, including master's degrees.

## The Open Learning Agency

The Open Learning Agency (OLA) provides learning opportunities for people who are unable to attend regular classes at a college, institute, university college or university. The OLA, which is comprised of the B.C. Open University, Open College, and Knowledge Network, uses a variety of non-traditional methods, including television and Internet, to deliver education and training to people at a time and place that meets their needs. People can get a university degree, enrol in a variety of college programs, and receive workplace training through the Open Learning Agency. (See footnote, page 11.)

## University Colleges

University colleges offer the same wide range of programs as colleges. In addition, they provide selected courses of study leading to bachelor's degrees, and to master's degrees in applied areas.

## Universities

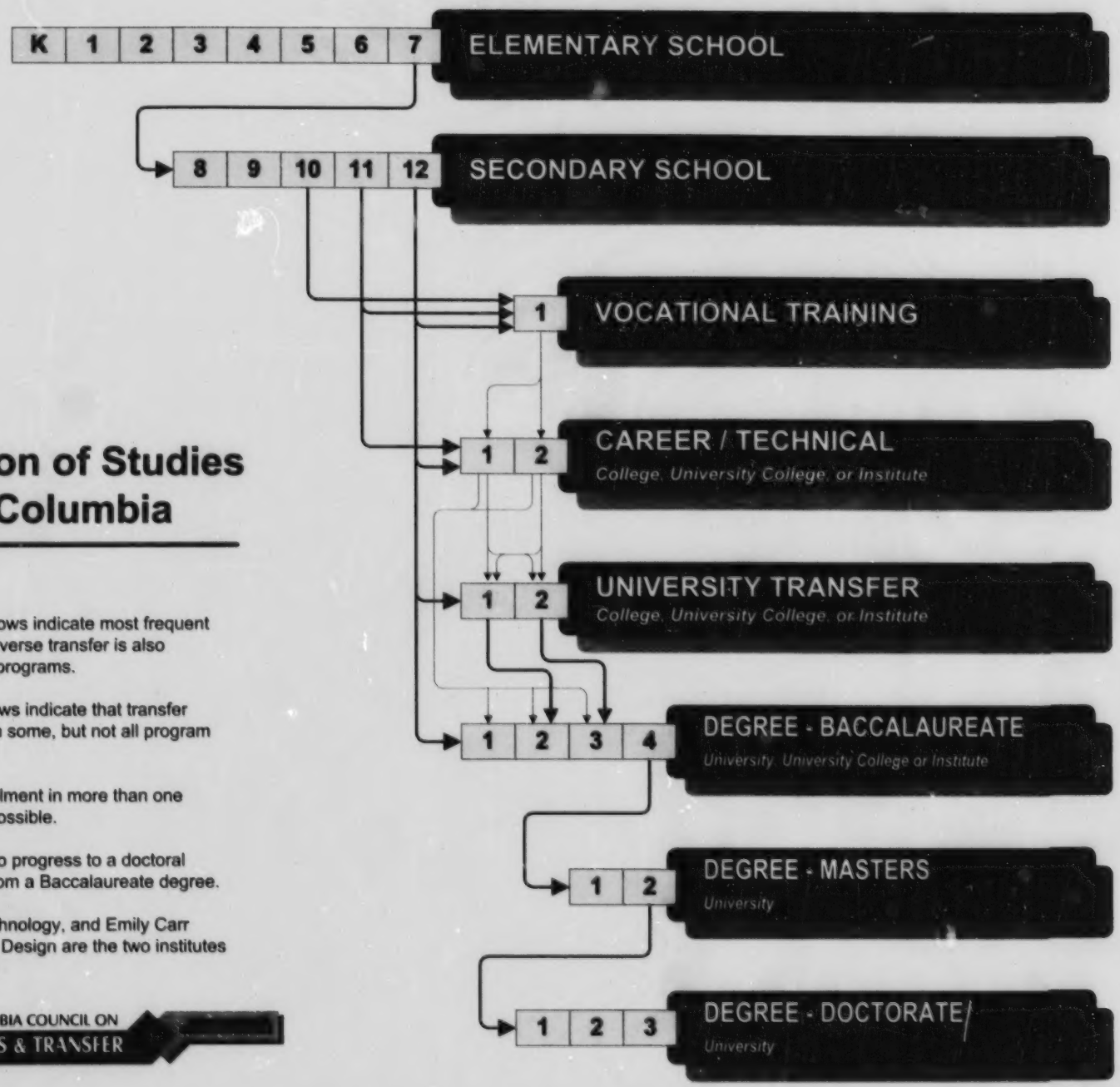
Universities provide degree-level education in a wide variety of disciplines at the bachelor and graduate levels, perform and foster research, and provide a cultural and educational resource to the community. They offer a wide range of undergraduate, graduate and professional programs including medicine, law and engineering, and are major centres of basic and applied research.

# ◆ Types of Education and Training Offered

The British Columbia public post-secondary system offers seven major types of education to fill a variety of needs. They are:

- **Adult Basic Education:**
  Includes education for adults in secondary school equivalency level, literacy, and English as a Second Language.
- **Apprenticeship:**
  Trades training that is primarily on-the-job training supplemented with several months of classroom instruction each year. It includes both traditional trades and emerging technologies.
- **Career/Technical Programs:**
  Two-year programs providing applied training for specific employment.
- **Vocational:**
  Applied programs of two years or less.

# Progression of Studies in British Columbia




**Notes:**

1. Thick lines and arrows indicate most frequent progression, but reverse transfer is also possible for many programs.
2. Thin lines and arrows indicate that transfer possibilities exist in some, but not all program areas.
3. Simultaneous enrolment in more than one institution is also possible.
4. It is also possible to progress to a doctoral program directly from a Baccalaureate degree.
5. BC Institute of Technology, and Emily Carr Institute of Art and Design are the two institutes that offer degrees.

BRITISH COLUMBIA COUNCIL ON ADMISSIONS & TRANSFER

- **First and Second Year Academic Programs:**
  One- or two-year arts and sciences programs, transferable to degree programs at British Columbia universities or university colleges. These courses can also lead to a two-year associate degree.
- **Undergraduate Studies:**
  A variety of programs leading to bachelor's degrees in academic and professional studies at universities, and in both traditional and applied areas at university colleges and some institutes.
- **Graduate Studies:**
  Programs of advanced studies leading to masters and doctoral degrees in many disciplines.

| Program | Colleges | Institutes | University Colleges | Universities |
|---|---|---|---|---|
| ABE/Developmental | ◆ | ◇ | ◆ | |
| Apprenticeship | ◆ | ◇ | ◆ | |
| Career/Technical | ◆ | ◇ | ◆ | |
| Vocational | ◆ | ◇ | ◆ | |
| University Transfer | ◆ | ◇ | ◆ | |
| Undergraduate Degrees | ◇ | ◇ | ◆ | ◆ |
| Graduate Degrees | | ◇ | ◇ | ◆ |

◇ = all programs not offered by all institutions.

## ◆ Transfer from Private Institutions

Those private institutions which offer academic programs that articulate with those in the public system, and which are part of the B.C. Transfer System are: Columbia College, Coquitlam College, Corpus Christi College, and Trinity Western University. Apart from these four, transfer of credits from private institutions in B.C. is normally handled on a case-by-case basis and is not common. However, some institutions may have articulation agreements with private institutions that are accredited through the Private Post-Secondary Education Commission of B.C. (PPSEC). (See page 17 for an explanation of "PPSEC accredited.") Currently, all private institutions in B.C. are required to register with PPSEC, although a proposed change would limit registration to those institutions offering career and vocational programs.

***At this time, apart from the four private institutions listed above, there are few transfer agreements between private and public institutions in B.C. If a student's main aim is to transfer to a program in a public institution, he/she should check all information about transfer arrangements carefully, and verify that information at the public institution, before registering at the private institution. The principle of "buyer beware" applies. Public institutions are not responsible for misinformation about their programs or their admission or articulation policies promulgated by any other party.***

For further information on B.C. private post-secondary institutions:

- The Private Post-Secondary Education Commission of B.C. (www.ppsec.bc.ca)
  Suite 850, 1185 West Georgia Street
  Vancouver, BC V6E 4E6
  Tel: (604) 660-4400
  Fax: (604) 660-3312

## ◆ "Sending Institutions" and "Receiving Institutions"

For the purposes of organizing information in the Online Transfer Guide, all institutions are designated as either "sending institutions" or "receiving institutions." Generally, colleges are designated as sending institutions, universities are designated as receiving institutions, and university colleges are designated as both sending and receiving institutions. Institutes (such as BCIT) can be either sending institutions or receiving institutions, or both. This designation is used for ease of organization, and does not imply that transfer must be from one type of institution only, to another type only. Students in B.C. transfer successfully between all kinds of institutions. Transfer between universities is common, for example, as is transfer from a university to a college or institute. See Part 4, beginning of page 27, for more information about sending and receiving institutions.

## ◆ "Accredited" Institutions

BCCAT often gets inquiries from students and from institutions in other provinces and other countries asking whether a B.C. institution is "recognized" or "accredited." The purpose of the inquiry is to establish whether credits from that institution can transfer to B.C. universities, and by extension, whether they should therefore be acceptable to universities or colleges outside the province. Although the term "accredited" has not in practice been used in British Columbia to describe provincially established, funded endorsed or approved institutions, nevertheless

**any public or private institution included in the B.C. Transfer System is considered to be "academically accredited" in the Province of British Columbia.**

The term "accredited" is also formally used for those private institutions which have undergone the voluntary accreditation process of the Private Post-Secondary Education Commission (PPSEC). This PPSEC accreditation process is required to establish eligibility to participate in the provincial and federal Students Assistance Program. It does not imply that courses or programs taken at PPSEC accredited institution will be recognized for transfer credit at any of the public post-secondary institutions.

More detail is provided in the following descriptors.

### Public Post-Secondary Institutions in B.C.

- ***All are "accredited" by virtue of their charter.*** All public post-secondary institutions in B.C. are established by an act of the B.C. Legislature. They receive the majority of their funding from the provincial government, and *they participate fully in the B.C. Transfer System.*
- ***Most are members of AUCC.*** In addition, most degree-granting institutions in B.C. have been admitted to membership in the Association of Universities and Colleges of Canada (AUCC). *Membership of the AUCC is an assurance that the institution has met the high standards expected of all Canadian institutions, but it is* ***not*** *a requirement to participate in the B.C. Transfer System.* See www.aucc.ca for more information on membership.

### Private Institutions in B.C.

Significant changes in the regulatory and legislative environment for private institutions in B.C. are currently underway and will change the status of many institutions. At the time this book

was printed the following describes the situation of private institutions in B.C.

- ***Included in the B.C. Transfer System – a form of "academic accreditation" suitable for articulation and transfer.*** There are two ways in which private institutions have been included in the B.C. Transfer System:
  - ***Possession of a Legislative Charter:*** the only private university in B.C. to have been established by an Act of the Legislature is Trinity Western University.
  - ***Approved by the University Presidents' Council:*** private post-secondary institutions in B.C. can apply to be considered for articulation with the public institutions and to be included in the B.C. Transfer System. Currently, the policy and process is managed by the University Presidents' Council, and involves an evaluation of the private institution to assess its suitability for inclusion in the transfer system. More details on this process can be obtained upon request from the University Presidents' Council (www.tupc.bc.ca). Three private colleges have been "academically accredited" or approved in this way: Columbia, Coquitlam, and Corpus Christi Colleges.
- ***PPSEC Accredited:*** According to the PPSEC web site, "accreditation confirms performance in eight educational and administrative areas, stimulates discovery of strengths and weaknesses through self-study and builds public confidence in private post-secondary training.... All institutions designated to train students funded by BCSAP (B.C. Student Loans) will be required to be accredited in order to maintain their designation." While the PPSEC process is normally a pre-requisite for consideration by public institutions for articulation agreements, it does not imply that courses or programs taken at PPSEC accredited institution will be recognized for transfer credit at any of the public post-secondary institutions.
- ***PPSEC Registered:*** all private institutions in B.C. are currently required to register with the Private Post-Secondary Education Commission (PPSEC). Under proposed changes to the PPSEC mandate, in the future, only those delivering career and vocational programs will be required to register. Private language schools, institutions delivering post-secondary academic programs, and institutions offering short-term, non-certified, non-post-secondary or for-interest-only courses or programs will not normally be required to register.
- ***Private institutions with individual articulation agreements:*** Some private institutions may have developed individual articulation agreements with one or more public institutions. Such agreements are not recorded in the Online Transfer Guide and credits are normally not recognized outside the institutions signatory to the agreement.

## ◆ Contact Information for Institutions

| INSTITUTION | TELEPHONE | E-MAIL | WEB SITE |
|---|---|---|---|
| B.C. Institute of Technology | (604) 434-1610 | services@bcit.ca | www.bcit.ca |
| B.C. Open University/Open College | (800) 663-9711<br>(604) 431-3300 | student@ola.ca | www.ola.ca |
| Camosun College | (250) 592-1556<br>(250) 370-3841 | info@camosun.bc.ca | www.camosun.bc.ca |
| Capilano College | (604) 984-4900 | admissions@capcollege.bc.ca | www.capcollege.bc.ca |
| College of New Caledonia | (800) 371-8111 | askcnc@cnc.bc.ca | www.cnc.bc.ca |
| College of the Rockies | (250) 489-8239 | admissions@cotr.bc.ca | www.cotr.bc.ca |
| Columbia College | (604) 683-8360 | admin@columbiacollege.bc.ca | www.columbiacollege.bc.ca |
| Coquitlam College | (604) 939-6633 | admiss@coquitlamcollege.com | www. coquitlamcollege.com |
| Corpus Christi College | (604) 822-6862 | corpus@interchange.ubc.ca | www.corpuschristi.ca |
| Douglas College | (604) 527-5478 | registrar@douglas.bc.ca | www.douglas.bc.ca |
| Emily Carr Institute of Art & Design | (604) 844-3800 | admissions@eciad.bc.ca | www.eciad.bc.ca |
| Institute of Indigenous Government | (604) 602-9555 | apps@indigenous.ca | www.indigenous.ca |
| Justice Institute of B.C. | (604) 528-5590 | register@jibc.bc.ca | www.jibc.bc.ca |
| Kwantlen University College | (604) 599-2000 | admissio@kwantlen.ca | www.kwantlen.ca |
| Langara College | (604) 323-5241 | geninfo@langara.bc.ca | www.langara.bc.ca |
| Malaspina University-College | (250) 740-6410 | advising@mala.bc.ca | www.mala.bc.ca |
| Nicola Valley Institute of Technology | (250) 378-3336 | info@nvit.bc.ca | www.nvit.bc.ca |
| North Island College | (250) 334-5000 | admissions@nic.bc.ca | www.nic.bc.ca |
| Northern Lights College | (250) 784-7514 | appinfo@nlc.bc.ca | www.nlc.bc.ca |
| Northwest Community College | (250) 635-6511 | webmaster@nwcc.bc.ca | www.nwcc.bc.ca |
| Okanagan University College | (250) 862-5418 | advising@okanagan.bc.ca | www.ouc.bc.ca |
| Royal Roads University | (800) 788-8028<br>(250) 391-2505 | rruregistrar@royalroads.ca | www.royalroads.ca |
| Selkirk College | (250) 365-1297 | admissions@selkirk.bc.ca | www.selkirk.bc.ca |
| Simon Fraser University | (604) 291-3224 | undergraduate-admissions@sfu.ca | www.reg.sfu.ca |
| Trinity Western University | (888) GO TO TWU<br>(604) 513-2019 | admissions@twu.ca | www.twu.ca |
| University of British Columbia | (604) 822-9836 | student.information@ubc.ca | www.welcome.ubc.ca |
| University College of the Cariboo | (250) 828-5071 | admissions@cariboo.bc.ca | www.cariboo.bc.ca |
| University College of the Fraser Valley | (604) 854-4501 | reginfo@ucfv.bc.ca | www.ucfv.bc.ca |
| University of Northern B.C. | (888) 419-5588 | registrar-info@unbc.ca | www.unbc.ca |
| University of Victoria | (250) 721-8121 | admit@uvic.ca | www.uvic.ca/adms |
| Vancouver Community College | (604) 871-7191<br>(604) 443-8453 | transcred@vcc.ca | www.vcc.ca |
| Yukon College | (867) 668-8710 | info@yukoncollege.yk.ca | www.yukoncollege.yk.ca |

# Important Information on Admissions

The information presented here is intended only as a general guide for students wishing to apply for entrance to B.C. institutions. Each institution sets its own admission requirements and students should consult specific calendars for full admission policies. Students are strongly encouraged to seek academic advising at their home institution in order to select the most appropriate transfer courses for their intended program of study.

PASBC

## APPLYING TO A B.C. INSTITUTION

Most post-secondary institutions in B.C. now participate in PASBC, the B.C. Post-Secondary Application Service (www.pas.bc.ca). The PASBC web site allows potential students to prepare and submit (via the Web) applications for admission to one or more of B.C.'s public post-secondary institutions.

Students can also apply directly to the institution itself. A list of web site addresses and contact information for all institutions can be found on page 18, or at BCCAT Online (www.bccat.bc.ca).

## ◆ Admission to an Institution vs. Admission to a Program

Every post-secondary institution in B.C. sets its own admission policies. Most institutions set criteria for general admission to the institution, while the criteria for admission to individual programs are specified separately.

**Admission to an institution does not guarantee admission to a program or to specific courses.**

Whether in a university, a university college, a college or an institute, admission to all or most programs may be highly competitive due to limited spaces. Grades are usually the most important criteria, often in combination with required courses. Portfolios and interviews may be part of the admission process in some programs.

## ◆ "Open" Admission

Many colleges and university colleges have a policy of "open" admission to the institution. This means that if a student meets some basic requirements, such as language proficiency, Canadian citizenship or residency, or minimum age, he or she is deemed admissible to the institution. Once a student is admitted, institutions will work with him/her to establish an appropriate course of studies depending on his/her background and goals.

Even in some institutions that distinguish between "open" admission to the institution as opposed to separate admission to a program, in practice the two may be synonymous. That is, students must apply to a program at the same time as they apply to the institution, and therefore the requirements to be admitted to the program will determine their admission to the institution also.

There is considerable variation, therefore, in policy and practice even among institutions with "open" admission. Students should check the admission criteria carefully for both the institutions and the program in which they intend to enrol.

## ◆ Admission to Universities as a B.C. Secondary School Graduate vs. Admission as a B.C. Transfer Student

Universities have selective admission policies. The evidence upon which an admission decision is made by the institution is known as the "basis of admission." Most universities in B.C. have many bases of admission, such as secondary school graduate, transfer student, mature student, special student, visiting student, etc. The two most common bases of admission are:

1 B.C. Secondary School Graduation. A student who has graduated from a B.C. secondary school, and who has completed certain courses, and achieved a minimum required grade, can apply to be admitted under this category.

2 Community and University College Transfer. A student who has successfully completed a minimum number of transferable course credits at a B.C. college or university college and achieved the minimum required grade, can apply to be admitted under this category.

If a student in B.C. wishes to attend university, but does not qualify for direct admission on the basis of his/her secondary school record (category 1, above), he/she can attend a B.C. college or university college, take transferable courses, and apply to be admitted to the university upon successful completion of the required number of credits (category 2, above). If the student completes an associate degree (which requires two full years of credit) at the college or university college, he/she can apply to be admitted as an associate degree holder, which confers additional advantages. Thus, in B.C. there are two routes to a degree:

- the ***direct route,*** in which a student starts a degree program in the same institution from which he/she graduates; and
- the ***indirect route***, or ***transfer route,*** in which a student starts a degree program at one institution and then transfers to another to finish the program and graduate. Many students transfer from more than one institution.

A student who has ***not*** completed secondary school is normally not admissible to a university, except under exceptional circumstances (see note on "Other Admission Categories," page 24). However, he or she can attend a B.C. college or university college, take either secondary school

equivalency courses or transfer courses, or a combination of the two, and apply for admission to university once qualified. Students can also transfer to a degree program at a degree granting institution other than a university, such as a university college or an institute.

## ◆ Criteria for Direct Admission or Admission from a B.C. Secondary School

### Universities

As a general rule, students seeking admission to a university (other than the B.C. Open University) directly from secondary school must have successfully completed, as a minimum, English 12 and three additional academic Grade 12 subjects, and must have completed Grade 11 Language, Science and Mathematics courses.

- Simon Fraser University requires five Grade 12 courses for direct entry admission, from a broader range of subjects.
- The University of Northern British Columbia requires a minimum five Grade 12 courses: English 12, three from a list of eligible Grade 12 courses, and one other Grade 12 course (consult the UNBC Calendar for details).
- The B.C. Open University has no academic requirements for admission to the institution but requires students to satisfy prerequisites for some programs and courses.

Some universities publish in their yearly calendars a required minimum Grade Point Average (GPA) that applicants must have attained, generally about a C+ average. Other universities publish only the *actual* GPAs with which students were admitted in recent semesters. Most often, *actual GPAs* are significantly higher than *calendar GPAs*. See the important section on "Admission and Grades" below.

### University Colleges

For direct admission to university colleges a student should have graduated from grade 12 or the equivalent, or be a mature student (i.e. over the age of 19 and out of school for a year or more).

- Although some university colleges have no academic requirements for admission to the institution they do require students to satisfy prerequisites for individual programs and courses. In most cases, particularly for academic math and science courses, the prerequisites are the same as for equivalent university courses. That is, students must have successfully completed the appropriate grade 12 course, or its equivalent.
- A number of university colleges make specific provision for secondary students who lack one or two courses at graduation to make up the deficiencies while, at the same time, pursuing a partial post-secondary program.
- Mature students do not need to be secondary school graduates but do have to meet the individual course prerequisites for their chosen program of studies. Mature students can upgrade for these specific course requirements in a college or university college Adult Basic Education program. Some institutions accept a specific score on an achievement test in lieu of a prerequisite.

### Colleges

For direct admission to colleges, including the post-secondary programs at private colleges, a student should have graduated from grade 12 or the equivalent, or be a mature student (i.e. over the age of 19 and out of school for a year or more).

- Since colleges offer a wide range of programs, some of which have no academic requirements for admission, students can be admitted to some colleges without having to apply to be admitted to a program at the same time. Once admitted, students can work with an advisor to identify an appropriate course of study.
- Some college programs do require students to satisfy prerequisites for individual programs and courses. In most cases, particularly for math and science courses, the prerequisites are the same as for equivalent university courses.
- All colleges make specific provision for secondary students who lack one or two courses at graduation to make up the deficiencies while at the same time pursuing a partial post-secondary program.
- Mature students do not need to be secondary school graduates but do have to meet the individual course prerequisites for their chosen program of studies. Mature students can upgrade for these specific course requirements in a college or university college Adult Basic Education program. Some institutions accept a specific score on an achievement test in lieu of a prerequisite.

### Institutes

The B.C. Institute of Technology offers a wide variety of programs. Besides the general institutional requirements for admission, each student must satisfy the admission criteria for the specific program for which he/she applies. The Emily Carr Institute of Art & Design places emphasis on a student's portfolio as well as on secondary school graduation for direct admission. Nicola Valley Institute of Technology and the Institute of Indigenous Government have admission criteria similar to that of colleges.

### Secondary School Equivalence

All B.C. post-secondary institutions admit adults who have attained the B.C. Adult Graduation Diploma. This Diploma has replaced two former credentials offered by secondary schools (the Adult Dogwood) and colleges (the Provincial Diploma in Adult Basic Education). The GED (General Educational Development) is ***not*** considered equivalent to B.C. Grade 12, and is not acceptable for admission to most post-secondary programs.

## ◆ Criteria for Admission as a B.C. Transfer Student

### Universities

Any student who does not meet the admission requirements for direct entry from secondary school to a B.C. university is eligible to apply for admission once he/she has attended a community college or university college and completed at least the number of transferable credits listed in the table below, with a C (or 60% or 2.0) average or better on all courses, as calculated by the university (please also read the section on "Admission and Grades").

**Please Note:**

- Students who meet these criteria will not have their secondary school (or equivalent adult program) grades assessed to determine eligibility for admission but may be requested to submit transcript(s) of any secondary school work completed. This is to enable the university to assess, if required, that program-specific or course-specific grade 11 and 12 prerequisites have been successfully completed.

| UNIVERSITY | TRANSFERABLE CREDITS REQUIRED |
|---|---|
| B.C. Open University (Open Learning Agency) | 0 credits |
| Royal Roads University | 60 semester credits* |
| Simon Fraser University | 30 semester credits |
| University of British Columbia | 24 semester credits |
| University of Northern British Columbia | 15 semester credits |
| University of Victoria | 12 units (equivalent to 24 semester credits) |

* Royal Roads University admits students after successful completion of a post-secondary diploma program or two years of appropriate studies at a B.C. college or university college.)

- Successful completion of a more advanced course at the college level replaces the requirement of a grade 11 or 12 prerequisite.
- Students who were eligible for direct admission to one of the above B.C. universities based on their secondary school (or equivalent) record but who chose to first attend a community college or university college, and who completed fewer than the specified number of credits listed above, may apply to one of these institutions based on their secondary school record. However, the performance in their college courses will generally also be taken into account in determining admission eligibility.

## Admission with a B.C. Associate Degree

The Associate of Arts Degree and the Associate of Science Degree are two-year credentials offered by colleges and university colleges in B.C. Simon Fraser University and the University of Northern British Columbia grant priority admission for holders of an associate degree over all other transfer students. See "Associate Degree Transfer" on page 32 for more information about special transfer credit guarantees for associate degrees.

## University Colleges

Students can also apply to transfer from community colleges to degree programs at university colleges. Students do not have to have completed a minimum number of courses to be admitted as transfer students to a university college. However, they must have completed all required prerequisites. Admission to programs at university colleges may be highly competitive, due to limited spaces available.

## Institutes

Admission to BCIT as a transfer student is handled on a program by program and case-by-case basis. Completion of a relevant certificate, diploma or degree is often more appropriate than completion of individual courses. At Emily Carr Institute of Art and Design students may be able to transfer from other institutions after one or two years in a fine arts program. Due to the high demand for many of the specialised programs offered by these two institutes, admission may be highly competitive.

## ◆ Other Admission Categories

While this part of the *B.C. Transfer Guide* deals primarily with post-secondary admission for secondary school graduates and for transfer students, institutions in B.C. have many other bases of admission, and students who do not fit either of the above categories can investigate a number of other options. For example, the universities may admit mature students directly, although they normally recommend that mature students complete university transfer courses at a college first, and re-apply once they have established a post-secondary academic record. They may also admit some students in special categories, or take into account diverse qualifications. Institutions will also admit students who graduated from grade 12 in another province, international students, students from another Canadian university, etc.

Information on how to apply under these admission categories can be found in institutional calendars. Web site addresses and contact information for all institutions can be found on page 18. BCCAT Online provides links to all institutional web sites: go to www.bccat.bc.ca and click on "B.C.'s Post-Secondary System."

## ◆ Admission and Grades

### Grades Required for Admission

Even if the institution publishes a ***minimum*** grade required for admission, the ***actual*** grade point average (GPA) required can vary from year to year and, in some institutions, from semester to semester. It is not always possible to predict what the required GPA will be for any institution or for any specific program, since that will depend on how many students are applying, and on how many spaces are available. However, in many cases it is significantly higher than the published minimum.

For example, in 2001 one university published a minimum GPA requirement of 67% for admission from secondary school. However, the actual required GPA for a secondary school student entering arts and science was 82%. At another institution, the minimum GPA required for transfer students was 2.0, but the actual GPA required to enter second year was 3.0.

### Grades are Recalculated by the Receiving Institution

The ***admission GPA*** is not the GPA that the student has achieved at the institution he or she is transferring from, but the GPA as re-calculated by the receiving institution. Each university or university college has its own policy for calculation of GPA. One university, for example, may calculate an admission average on all transferable courses completed. Another may use only the most recent year's worth of credit. Some may include all grades on all courses, while others may exclude the lower grade achieved if a course is repeated.

## ◆ Other Admission Categories

While this part of the *B.C. Transfer Guide* deals primarily with post-secondary admission for secondary school graduates and for transfer students, institutions in B.C. have many other bases of admission, and students who do not fit either of the above categories can investigate a number of other options. For example, the universities may admit mature students directly, although they normally recommend that mature students complete university transfer courses at a college first, and re-apply once they have established a post-secondary academic record. They may also admit some students in special categories, or take into account diverse qualifications. Institutions will also admit students who graduated from grade 12 in another province, international students, students from another Canadian university, etc.

Information on how to apply under these admission categories can be found in institutional calendars. Web site addresses and contact information for all institutions can be found on page 18. BCCAT Online provides links to all institutional web sites: go to www.bccat.bc.ca and click on "B.C.'s Post-Secondary System."

## ◆ Admission and Grades

### Grades Required for Admission

Even if the institution publishes a ***minimum*** grade required for admission, the ***actual*** grade point average (GPA) required can vary from year to year and, in some institutions, from semester to semester. It is not always possible to predict what the required GPA will be for any institution or for any specific program, since that will depend on how many students are applying, and on how many spaces are available. However, in many cases it is significantly higher than the published minimum.

For example, in 2001 one university published a minimum GPA requirement of 67% for admission from secondary school. However, the actual required GPA for a secondary school student entering arts and science was 82%. At another institution, the minimum GPA required for transfer students was 2.0, but the actual GPA required to enter second year was 3.0.

### Grades are Recalculated by the Receiving Institution

The ***admission GPA*** is not the GPA that the student has achieved at the institution he or she is transferring from, but the GPA as re-calculated by the receiving institution. Each university or university college has its own policy for calculation of GPA. One university, for example, may calculate an admission average on all transferable courses completed. Another may use only the most recent year's worth of credit. Some may include all grades on all courses, while others may exclude the lower grade achieved if a course is repeated.

# ◆ Admission and Prerequisites

Several of the admission policies above refer to the need for students to have satisfied the prerequisites for any courses for which they wish to register. A prerequisite is a required course which must be taken, and the content mastered, before a student can take a more advanced course in the subject. For example, Math 12 is the normal prerequisite for First Year Calculus.

Prerequisite courses often have minimum grade requirements, such as a 'C' or 'C+'. In this case, a student will not be able to register in the more advanced course until he/she has obtained the minimum grade in the prerequisite.

The table below shows the course prerequisites by college for a few introductory university transfer courses.

Grades are shown only if greater than C. Most colleges accept Adult Basic Education or College Preparatory courses as the equivalent of the secondary school subjects listed below.

| | CHEMISTRY (UBC 111 or equivalent) | ENGLISH (UBC 100 level equivalent) | MATH (UBC 100 equivalent) | PHYSICS (UBC 100 or equivalent) | HISTORY (UBC 120 or 135 equivalent) | PHILOSOPHY (UBC 100 equivalent) |
|---|---|---|---|---|---|---|
| **B.C. OPEN UNIVERSITY** | CHEM 11 | ENGL 12 or Assessment | MATH 12 | PHYS 11 & MATH 11 | – | – |
| **CAMOSUN COLLEGE** | Chemistry 11 or Assessment | English 12 (C+) or Assessment | Math 12 (B) or Assessment | Physics 11 and Math 11 | English 12 (C+) or Assessment | English 12 (C+) or Assessment |
| **CAPILANO COLLEGE** | Completion within last 3 yrs of: Chem 12 (C+) and Principles of Math 12 | LPI min. score 24/ 40 or English 12 (A) or Lit 12 (A) or Capliano College English Diagnostic Test | Math Placement Test or Principles of Math 12 (A); or Principles of Math 12 and Calc 12 (min. B each) within past year | Physics 11 and Principles of Math 12 | – | – |
| **COLLEGE OF NEW CALEDONIA** | Chemistry 11 | English 12 and assessment | Math 12 and assessment | Math 11 Physics 11 | – | – |
| **COLLEGE OF THE ROCKIES** | Chemistry 12 Math 12 | English 12 and placement test | Math 12 | Math 12 and Physics 11 | – | – |
| **DOUGLAS COLLEGE** | Assessment required. Chemistry 11 and Math 11 | Assessment required, or English 12 (B) in last 4 years, or equivalent | Math 12 (B) and/or Assessment | Math 11 Physics 11 | – | – |
| **KWANTLEN UNIVERSITY COLLEGE** | Math 11 (C) Chemistry 11 (C+) | English 12 or Placement Test | Math 12 (B) and/or Assessment | Math 11 (B) or placement test, Physics 11 | – | – |
| **LANGARA COLLEGE** | CHEM 11 (B), or CHEM 12 (completed within the last 3 years), & MATH 12 | LPI (min. score 24 with 5 in English Usage) or ENG 12 (A), or LIT 12 (A), or Langara English Test with level 3 | MATH 12 (A) | PHYS 11 | – | – |
| **MALASPINA UNIVERSITY-COLLEGE** | Math 12 (C+) Chemistry 11 (C+) | English 12 (C) | Math 12 (C+) | Physics 11 (C+) Math 12 (C+) | – | – |

Grades are shown only if greater than C. Most colleges accept Adult Basic Education or College Preparatory courses as the equivalent of the secondary school subjects listed below.

| | CHEMISTRY (UBC 111 or equivalent) | ENGLISH (UBC 100 level equivalent) | MATH (UBC 100 equivalent) | PHYSICS (UBC 100 or equivalent) | HISTORY (UBC 120 or 135 equivalent) | PHILOSOPHY (UBC 100 equivalent) |
|---|---|---|---|---|---|---|
| **NORTH ISLAND COLLEGE** | Chemistry 12 (C+) Math 12 (C) | English 12 (C+) or assessment or LPI | Math 12 (C+) | Physics 11 (C), Math 12 (C+) , Math 181 (taken concurrently) | English 12 (C+) or assessment or LPI | English 12 (C+) or assessment or PLI |
| **NORTHERN LIGHTS COLLEGE** | Math 12 Chemistry 12 | Placement Test | MATH 12 | Physics 12 | – | – |
| **NORTHWEST COMMUNITY COLLEGE** | Math 11 Chemistry 11 | – | Math 12 | Math 11 Physics 11 | – | – |
| **OKANAGAN UNIVERSITY COLLEGE** | Chemistry 11 Math 12 | English 12 (70% or LPI min. score 24/40) | Math 12 (C+) | Math 11 (Math 12 and Physics 11 recommended) | – | – |
| **SELKIRK COLLEGE** | Chemistry 11 Math 12 | English 12 | Math 12 | Math 12 Physics 11 | – | – |
| **UC OF THE CARIBOO** | Chemistry 11, 12 and Math 12 | 73% of Eng 12 and Govt. Exam or Proficiency Test | Math 11 | Math 11 | – | – |
| **UC OF THE FRASER VALLEY** | Chemistry 11, 12, Math 12 | Placement Test, or Eng 101 (C) or prev. univ. transfer Eng course, or Eng 081 or 091 (C+ or better), or Eng 12 (A). | Math 12 (B) provincially examined, or B or better avg on MATH 094 and 095, or MATH 110 (C+ or better) | Physics 11 or PHYS 100, and Math 12 | – | – |
| **VANCOUVER COMMUNITY COLLEGE** | – | English 12 or Assessment | – | – | – | – |
| **YUKON COLLEGE** | Chemistry 11 | English 12 and Placement | Math 12 | Math 11 Physics 12 | – | – |

# Credit Transfer in British Columbia

## ◆ Transferring Credit: A Two-Step Process

Upon admission to an institution in the B.C. Transfer System, students will normally receive credit for all courses or programs successfully completed (minimum grade of 'P' or 'D') as noted in the Online Transfer Guide. In order to be eligible for transfer credit, student must have attained a minimum GPA of 2.0 *as re-calculated by the receiving institution.*

There are two critical steps to successfully transferring the credit a student has earned at one institution towards a program at another institution. First, the credit must be transferred, and then it must be applied to fulfil the requirements of the credential.

### 1 Transferring the Credit

Some institutions consider this to be an automatic part of the admission process. These institutions will examine all submitted transcripts for potential transfer credit and award the credit as appropriate. Other institutions require students to submit a form requesting transfer credit. A few institutions charge a fee for this.

There are some instances in which a student will not receive transfer credit for a course, even though that course is listed in the Online Transfer Guide.

a. Duplicate, Failed or "Old" Course
Students will only be awarded credit for a course once. Therefore if a student has taken two courses that are equivalent to the same course at the receiving institution, he/she will only receive credit for one of the courses. Students will not receive credit for failed courses. Most institutions will also not award credit for courses taken too long ago (e.g. ten or more years ago), although policies vary.

b. Exceeding Transfer Credit Limits
While most institutions award all transferable credits (although some may not be usable towards the credential – see below), some place a limit on the amount of credit a student can transfer. Generally that limit is related to the institutional residency requirement, described below. Additionally, some programs within an institution may have limits on transfer credit.

c. Paired or Cluster Credit
In some instances two or more sending institution courses must be taken in order to receive transfer credit at the receiving institution. These cases are usually detailed on the Online Transfer Guide.

d. No Letter of Permission
At most institutions, once he/she has been admitted and registered, a student who wishes to take a course at another institution must request permission to do so, using a "Letter of Permission" form. Failure to follow this process will most likely result in denial of transfer credit.

***Students should ensure that they are familiar with the policies and processes of the institution to which they are transferring.***

## 2. Applying (or Using) the Credit

Once transfer credit has been assessed and awarded, it must be applied to fulfilling the requirements of the credential. Several factors can render transfer credit unusable.

a. Credit not Applicable to Program or Graduation Requirements
Every institution has a set of basic requirements that must be satisfied in order for a student to graduate. In addition, each program sets its own requirements. Transfer credit that is not applicable to these requirements may not be "usable" credit. For example, a student may have taken many courses that transfer as "unassigned" or "general elective" credit but be able to use only a limited number of those credits to satisfy graduation or program requirements.

b. Residency Requirement
Each institution requires a specific number or percentage of credits that must be completed at that institution, in order for the credential to be awarded. This residency credit can vary from 50% of the total (e.g. 60 credits of a 120 credit degree) in some institutions to 25% of the total in others. In the case of the B.C. Open University/Open College, residency requirements are minimal.
Students who have taken more than two years of credit sometimes find that, even though all their credit transfers successfully, some of it is unusable since the residency requirement at the receiving institution in effect limits the number of transfer credits they can apply to fulfilling the requirements of their program.

c. Program-Specific Credit
Some transfer agreements apply only to specific programs within an institution: this is particularly true of block transfer agreements. (For example, a student may be awarded transfer credit for a completed diploma in Forestry, but that credit may only be applied to a degree in Forestry.) Some programs specify limits on certain kinds of credits, or specify that certain courses must be taken at the institution. In cases like this, students may find that some of the credit they have taken may not be usable towards their program.

d. Grade Requirements
Although the minimum grade required to transfer a course is a pass (normally 'D' or 'P'), some post-secondary institutions have a minimum grade requirement for transfer credit in certain courses. For example, some institutions require a grade of 'C' or better for prerequisite courses. At these institutions students may have to repeat required courses for which they received low grades if they wish to progress to higher level courses in the same discipline.

e. Course Level
Most institutions have requirements for the proportion of upper and lower level credits students must incorporate into their degree program. If a student has taken too many lower level credits, he/she may not be able to apply all of them to fulfilling the degree requirements.

As stated above, some institutions award transfer credit only up to a maximum number of credits in order to ensure that residency or other requirements are met. Other institutions award transfer credit for all transferable courses, but then limit the number that can be "used" or "applied." In either case, the institution will assist the student to select those credits that can be most useful in satisfying the requirements of the program and/or the graduation requirements of the institution.

***Students should plan their course selection carefully, and consult with program advisors, in order to ensure that all the credit they take is applicable to the institution and program of their choice. Careful course selection also involves using the Online Transfer Guide.***

***Students should always check their course transferability with the institution to which they intend to transfer.***

## ◆ Using the Online Transfer Guide

This book, the *B.C. Transfer Guide*, is designed to be used in conjunction with the transfer tables, now available only online at www.bccat.bc.ca. While this book contains general and specific information about transfer policies and processes in B.C., the Online Transfer Guide contains the formal record of all transfer agreements.

### Two Ways to Use the Online Transfer Guide

1 Search for specific information using the fully searchable databases. This is the best and easiest way to find the most current information on specific course-to-course, and program or block transfer agreements, or information on transfer in Advanced Placement and International Baccalaureate Programs, Business Management Diploma Programs, and many other program-specific areas.

2 Download or print the PDF tables provided for all B.C. institutions. These tables are designed to print on legal sized paper and are updated and produced periodically. This approach is not recommended for most searches, as many of the tables are very lengthy. Institutions may have copies of the tables available for consultation in Student Services and Advising Centres.

## ◆ Online Transfer Guide Sections

The main page of the Online Transfer Guide (www.bccat.bc.ca/tgnew/index.htm) is the starting point for the course-to-course transfer database and also provides navigation points to all other sections by means of the sidebar menu. This page also provides a link to the PDF transfer tables.

In the blue side bar, all the sections of the Online Transfer Guide are listed:

- FAQ About Transfer
- Course-to-Course Transfer Database
- Transfer Notes
- Program Transfer or Block Transfer
- Associate Degree Transfer
- Advanced Placement Transfer
- International Baccalaureate Transfer
- Business Management Diploma Programs Transfer Guide
- Adult Basic Education Transfer
- Horticulture Transfer

Each link is to a database of formal transfer agreements, or to a page of information.

## Frequently Asked Questions (FAQ) about Transfer

Clicking on this link in the blue sidebar on the Online Transfer Guide main page leads to the FAQs in *B.C. Transfer TIPS*, the student guide to the transfer process in B.C. These questions have also been adapted for the FAQ section of this book, page 51.

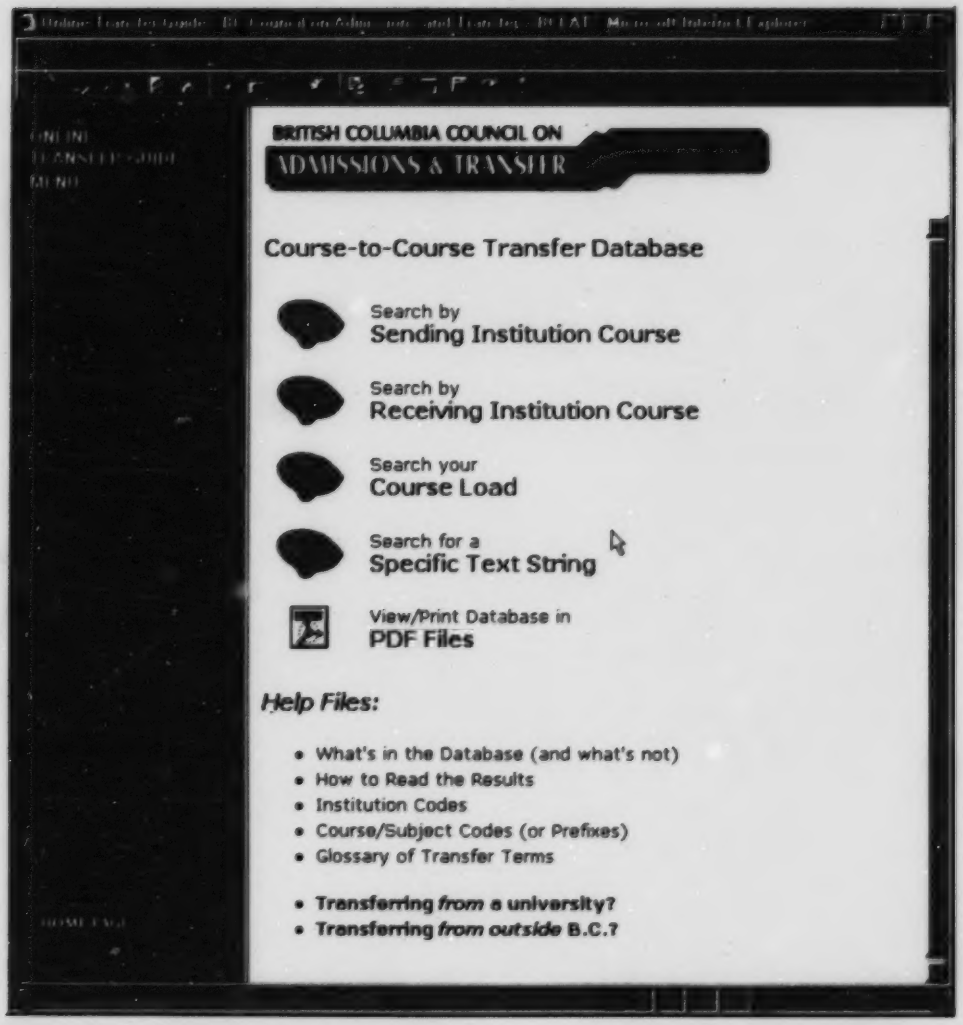
## Course-to-Course Transfer Database

Each record in the searchable database represents one course offered by a sending institution and the transfer credit it has received or currently receives at a receiving institution.

The 7,000-plus courses are all first and second year level courses—also known as "lower level" courses—as well as third and fourth year courses ("upper level") offered by the B.C. Open University. With the exception of these Open University courses, upper level courses are not tracked, unless an upper level course at a sending institution transfers to lower level credit at a receiving institution.

There are several ways to search the database.

- By sending institution: where the course was or will be taken.
- By receiving institution: where transfer credit is sought.
- By course load: this will let you find out how up to six courses, taken during a specific




BCCAT's Online Transfer Guide, part of the BCCAT web site, is located at www.bccat.bc.ca/tgnew

year at a specific sending institution, will transfer to a specified receiving institution.

- By text string: this search will look in two key fields of the database for any matching text patterns.
- By PDF files: this icon links to the printable tables, provided in Acrobat portable document format files.

Each option leads to a screen with further instructions.

For detailed information about interpreting the results of a database search, see "How to Read the Online Transfer Guide Search Results," page 34, or access the corresponding online help file.

All participating institutions have verified the information presented in the Online Transfer Guide. However, there may be errors in, or omissions from, these tables. ***Students should always confirm their course transfer choices with the institutions involved before making firm plans.***

## Transfer Notes

In the course-to-course transfer database, the notation "See Transfer Notes" is a reference to the documents accessible through the "Transfer Notes" menu item in the blue sidebar, or by clicking the link in database search results. These documents are provided by the listed receiving institutions, and include additional admissions and transfer-related information. For the most current information and regulations, check the notes for the current year.

Each institution's Transfer Notes also appear in detail in Part 10 of this guide, beginning on page 71.

Students are strongly encouraged to read the Transfer Notes for their intended institution, as well as the general information located in this section.

## Program Transfer or Block Transfer

There are many arrangements in B.C. whereby students can enrol in a program at one institution, and upon completion of that program, transfer the whole certificate or diploma or associate degree for credit towards a degree program at another institution. This type of transfer is known as Program Transfer or Block Transfer, and can be advantageous in that a completed program will sometimes transfer, even where individual courses in the program may not receive course-to-course transfer. Generally, the transfer is for credit towards a specific degree. For example, a Forestry Diploma may receive credit towards a degree in Forestry, but that credit may not be applicable to other degrees at the same institution.

There are also some cases where the completed program may be an identified collection of courses, rather than a diploma or other credential. Some agreements concern a completed "pre-major" program, which refers to the courses taken at the first and second year level that are prerequisite to entry to a major program within a degree.

There are three main types of Program Transfer documented here:

- **Inter-institutional Block Transfer Agreements**

  These are specific agreements between one sending institution and one receiving institution. The database can be searched by the institution and by the year in which the program was completed. Credit is towards a specific program at the receiving institution, and the amount of credit and any conditions are stipulated.

  The block transfer tables are also provided in PDF. Follow the links from the Inter-institutional Block Transfer Agreements page.

- **General Program Transfer Accords**

  This type of agreement may involve a statement regarding the transfer of a completed program, between institutions that offer that program. The agreements can be province-wide, or involve multiple institutions. These agreements are listed by Program area (e.g. Child and Youth Care) rather than

by institution. Some of these agreements also include information on career pathways in the field, and where provided, this information is also included.

- **Associate Degree Transfer**

  See immediately below...

## Associate Degree Transfer

In B.C., colleges, university colleges, the B.C. Open University, and some institutes offer an Associate of Science Degree and an Associate of Arts Degree. The associate degree consists of two years of prescribed study in arts or science. A complete description of the associate degree starts on page 67, or can be found by clicking on the links for "Associate Degree Transfer" on the Online Transfer Guide menu (www.bccat.bc.ca/tgnew).

Universities and university colleges have established special transfer credit guarantees for an associate degree. They will grant 60 transfer credits to holders of the associate degree, even if all the courses taken towards the associate degree do not transfer individually to that institution. In addition, two universities, Simon Fraser University and the University of Northern B.C. grant priority admission to holders of the associate degree over all other transfer students. The specific policies at each institution are listed in the Online Transfer Guide (www.bccat.bc.ca/block/assoc.htm). Since the policies vary, students should check the policy of the institution to which they intend to transfer.

***Courses taken to fulfill the requirements of an associate degree are likely to be most compatible with baccalaureate degree programs in arts and science. Students who wish to enter other faculties, or students who switch programs or majors may find that some of their 60 credits cannot be applied to their degree program.***

***Students are advised that they must still complete all outstanding requirements of their baccalaureate degree program not already completed within the courses taken for the associate degree.***

## Advanced Placement Transfer

Many B.C. secondary schools offer Advanced Placement Programs. Transfer credit is awarded for Advanced Placement courses by many B.C. post-secondary institutions. Normally, a minimum grade of 4 is required, unless otherwise noted. Some institutions may grant advanced standing (AS), but not credit, with a grade of 3. In some cases the specific determination of transfer equivalency is left up to the relevant department. This is shown as "Individual Assessment." In some cases a placement test and/or interviews are required.

The Online Transfer Guide lists all transfer agreements for Advanced Placement courses. The database is searchable by the year in which the course was taken.

More information on Advanced Placement Programs can be found at www.ap.ca.

## International Baccalaureate Transfer

Some secondary schools in B.C. offer International Baccalaureate (I.B.) curriculum, and many B.C. post-secondary institutions award transfer credit for these courses. To be considered for transfer credit, students who have completed part or the entire British Columbia I.B. program normally require a minimum overall score, depending on the institution they are applying to. Transfer credit is granted for Higher Level courses only. A minimum grade of 5 in an I.B. course is required unless otherwise specified.

The Online Transfer Guide lists all transfer agreements for International Baccalaureate courses. The database is searchable by the year in which the course was taken.

More information on the International Baccalaureate Program can be found at www.ibo.org.

## Business Management Diploma Programs Transfer Guide

Most colleges, university colleges and institutes in B.C. offer business management diploma programs. Many of the courses that satisfy the requirements for Business Management Diplomas are transferable to universities and other degree granting institutions, and these courses can be found in the course-to-course transfer database. However, most Business Management Diplomas also contain courses that do not transfer to degree programs, but are equivalent to courses offered in Diploma Programs across the province.

All institutions offering the Diploma have agreed to award transfer credit for each other's equivalent courses. This transfer guide is organized differently from the course-to-course database, in that the courses are listed according to subject. Each grouping of courses has been evaluated for equivalency by a team of subject experts, and all participating institutions have agreed to those decisions. Therefore, students will receive transfer credit for courses listed as equivalent in these tables at the colleges, university colleges and institutes listed in this section.

***Note exception:*** The B.C. Open College/Open University program is under review. Please check directly with the BCOC/BCOU for information on transfer credit available.

For the Business Management Diploma Programs Transfer Guide the minimum grade for transfer is a passing grade, as defined by the sending institutions (normally a P or D). However, most institutions require a higher grade for prerequisite courses, and some have program requirements that specify minimum grades. Students are advised that a grade of D may not be sufficient for credit.

This database is searchable by subject from the drop-down lists, and also by using the find function of a browser.

This database is also provided as a downloadable PDF table which can be accessed by following the link from the page containing the drop-down tables.

## Adult Basic Education Transfer

BCCAT does not maintain the information pertaining to transfer between and among college Adult Basic Education (ABE) programs. The Ministry of Advanced Education maintains it. However, the Online Transfer Guide links to the information on the ministry web site, including the Articulation Handbook, "Adult Basic Education in British Columbia's Public Post-Secondary Institutions." This handbook provides the Adult Basic Education (ABE) Program Framework used in the B.C. post-secondary education system. It includes core course outlines and transfer guides for courses across the system. It also provides information on the British Columbia Adult Graduation Diploma obtainable through either adult school district programs or post-secondary institutions.

## Horticulture Transfer: Transfer to Kwantlen University College Horticulture Technology Program

This section details the special transfer arrangements that have been negotiated for transfer towards this Diploma. Students who have successfully completed the one year Horticulture Technician Certificate Program offered at one of the institutions listed in this section receive advanced credit towards the two year Horticulture Technology Program offered by Kwantlen University College. Each transfer student is expected to meet certain requirements prior to entry into the Horticulture Technology Program. Students meeting these requirements receive 12.5 credits towards the Horticulture Technology Diploma Program. Additional course-by-course credits are also granted, and these transfer agreements are also detailed in a table in this section.

## ◆ How to Read the Online Transfer Guide Search Results

The results of each search routine are presented in tables with four columns.

### First column: COURSE

This is the sending institution course identification. It usually has four elements:

- Institution code
- Course prefix
- Course number
- Credit value

Example: **CAMO ENGL 101 (3)**

which means Camosun College's English 101 course, worth 3 credits at Camosun.

The meanings of the institution codes and course prefixes are usually obvious, but if necessary, you can look them up in the help files provided.

See also "About Units and Credits," below.

### Second Column: RECEIVING INSTITUTION

This is the Institution Code identifying the receiving institution, which grants the transfer credit listed in the third column, as credit for the course identified in the first column. This is the institution which you are considering transferring to.

### Third Column: TRANSFER CREDIT

Here, the details of the available transfer credit are displayed. Available transfer credit may take many forms. Some examples follow:

- **ASSIGNED CREDIT**

  Credit will be granted for a specific course at the receiving institution.

  Example: **UBC CHEM 202 (3)**

  This means transfer credit will be UBC's Chemistry 202 course, worth 3 credits at the University of British Columbia.

- **UNASSIGNED CREDIT**

  Example: **MALA CHIN (3) 2nd yr**

  This means the credit at Malaspina University-College is 3 credits of 2nd year level Chinese. College courses may be judged by a university or university college to be of value in meeting the requirements for a degree even though they are not considered to be equivalent to specific courses. In such cases the institution grants unassigned credit. The amount of unassigned credit that can be used by transfer students to meet degree requirements is determined by the credit requirements for the degree and the specific courses required for a major. Depending on the prerequisites and other requirements of the program you are transferring to, there may be limited "room" for unassigned transfer credit.

  Some unassigned credit may not be applicable to a particular discipline (e.g. German), but may transfer at the faculty level or be otherwise unspecified. Again, the requirements of the program you transfer to may dictate how much of this kind of unassigned credit you may be able to use.

  Be aware that receiving institutions do not always specify a year or level with unassigned credit.

  Example: **SFU BISC (3)**

  Be aware also that different receiving institutions express unassigned credit in different ways. Some examples follow:

  **UCFV SPAN (3) LL**
  "LL" means lower level (1st and 2nd year) "UL" means upper level (3rd and 4th year).

  **UVIC EOS (1.5) 100 lev**
  "100 lev" means 100 level or first year; "200 lev" means 200 level or 2nd year.

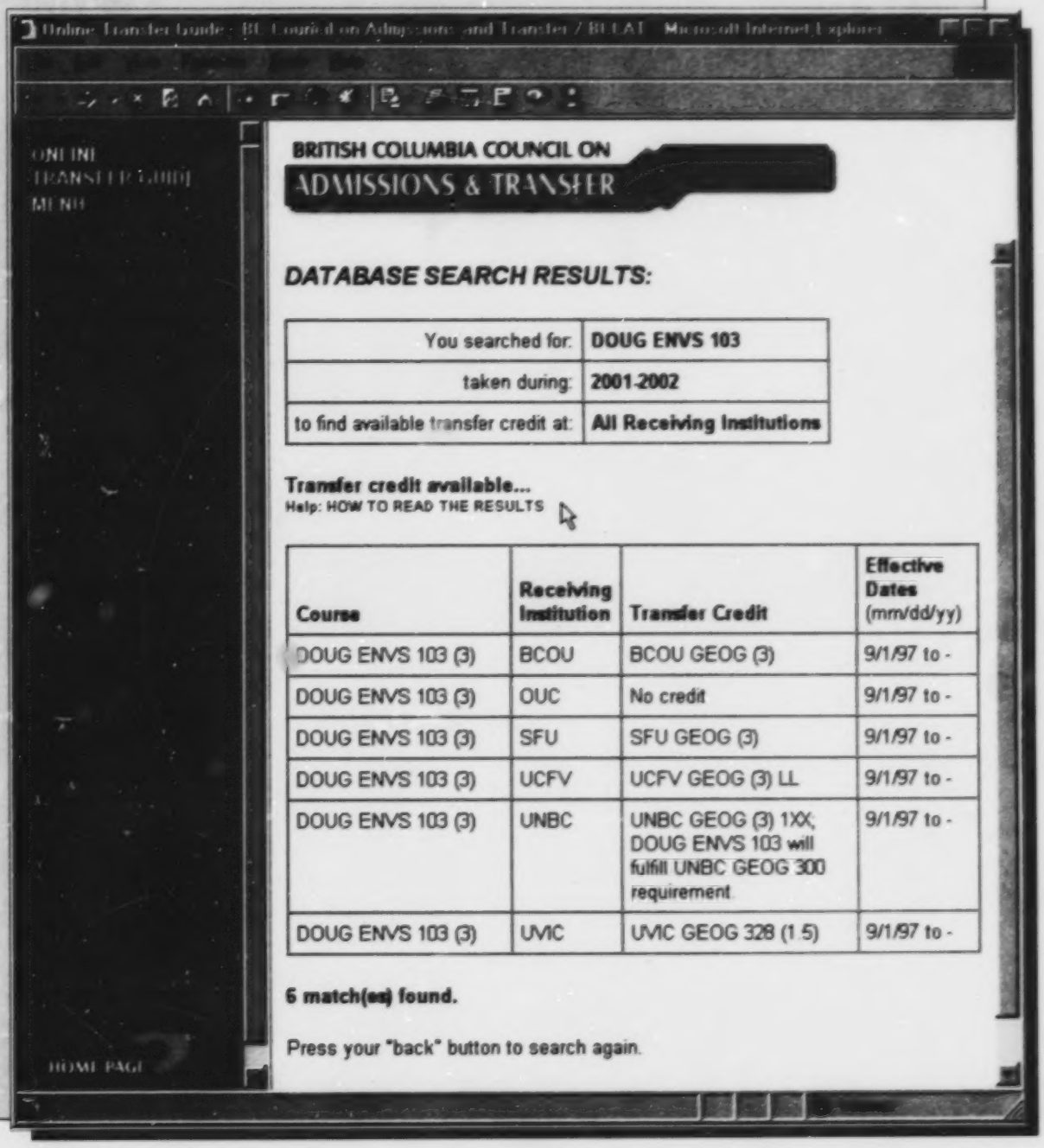
*Continued...*

**UBC GEOG (3) 1st**
"1st" means first year; "2nd" means second year, etc.

**UNBC HIST (3) 1XX**
"1XX" means 100 level or 1st year; "2XX" means 200 level or 2nd year; "3XX" means 300 level or 3rd year, etc.

In the Online Transfer Guide, unassigned notations always appear after the credit weight, as in OUC ENGL (3) 100 lev. Specific course numbers always appear before the credit weight, as in OUC ENGL 101 (3).

*Continued...*



BRITISH COLUMBIA COUNCIL ON
ADMISSIONS & TRANSFER

***DATABASE SEARCH RESULTS:***

| | |
|---|---|
| You searched for: | **DOUG ENVS 103** |
| taken during: | **2001-2002** |
| to find available transfer credit at: | **All Receiving Institutions** |

**Transfer credit available...**
Help: HOW TO READ THE RESULTS

| Course | Receiving Institution | Transfer Credit | Effective Dates (mm/dd/yy) |
|---|---|---|---|
| DOUG ENVS 103 (3) | BCOU | BCOU GEOG (3) | 9/1/97 to - |
| DOUG ENVS 103 (3) | OUC | No credit | 9/1/97 to - |
| DOUG ENVS 103 (3) | SFU | SFU GEOG (3) | 9/1/97 to - |
| DOUG ENVS 103 (3) | UCFV | UCFV GEOG (3) LL | 9/1/97 to - |
| DOUG ENVS 103 (3) | UNBC | UNBC GEOG (3) 1XX; DOUG ENVS 103 will fulfill UNBC GEOG 300 requirement | 9/1/97 to - |
| DOUG ENVS 103 (3) | UVIC | UVIC GEOG 328 (1.5) | 9/1/97 to - |

**6 match(es) found.**

Press your "back" button to search again.

- **CLUSTER CREDIT**

  You need to take two specified sending institution courses, and transfer them together to receive the stated transfer credit at the receiving institution.

  Example: **CNC SPAN 110 & CNC SPAN 111 = SFU SPAN 100 (3) & SFU SPAN (3)**

  This means if you take both Spanish 110 and Spanish 111 at the College of New Caledonia, they are transferable to Simon Fraser University as SFU's Spanish 100 (worth 3 credits) and 3 more credits of unassigned Spanish.

  Example: **Any two of DOUG CRWR 101, DOUG CRWR 102, DOUG CRWR 103 = OUC ENGL 229 (3)**

  Here, any two of the specified Douglas College Creative Writing courses transfer to Okanagan University College for the assigned credit of English 229, worth 3 credits.

- **TWO OR MORE TRANSFER POSSIBILITIES**

  Sometimes a particular course may be transferable in more than one way. In the data displayed, multiple transfer options are separated by semi-colons ( ; ), or by the word "or", as in the following examples:

  **UCFV ECON (3) LL or UCFV BUS 301 (3)**

  In the above, transfer credit may be unassigned (3 credits of Economics at UC of the Fraser Valley), or assigned (Business 301). The choice in these cases is usually the student's.

  **BCOU PHIL (3); LANG PHIL 1100 & LANG PHIL 1101 = BCOU PHIL 100 (6)**

  The above is B.C. Open University's credit for Philosophy 1100 taken at Langara College. It shows that the course can transfer "alone" to unassigned credit—this is the data to the left of the semi-colon. Alternately, when "clustered" with Langara's PHIL 1101, it will transfer to a specific, assigned credit--BCOU's Philosophy 100, worth 6 credits.

- **INDIVIDUAL ASSESSMENT**

  This means transfer credit is possible, but only after assessment by the receiving institution. Often this is the stated credit for music and other fine arts courses, where interviews, auditions or presentation of portfolios may be required as part of the admissions process at the receiving institution.

- **UNDER REVIEW**

  This means the receiving institution is currently evaluating the course for potential transfer credit. More specific details should be provided once the review is complete.

- **NO CREDIT**

  If the data says "No credit," that's what it means. The receiving institution has specifically decided that it will not grant credit for the sending institution course.

- **"0 (ZERO) MATCH(ES) FOUND" OR "NO DATA"**

  If there are no matches found, or the text "no data" is displayed, it means there are no records matching the search criteria you provided. As a first step, look for any errors in your input, and search again.

  The absence of information about a particular course's transfer potential at a particular receiving institution does not necessarily mean that transfer is unavailable. It indicates that no formal agreement has been established or, if a new agreement is in place, the Online Transfer Guide has not yet received the information. Receiving institutions may review situations on request, and credit may ultimately be granted. To be absolutely certain about transfer possibilities, check with the institutions involved.

- **ABOUT "UNITS" AND "CREDITS"**

  North Island College and the University of Victoria use "units" to express credit value. All other institutions use "credits." Units are half the value of credits. Therefore, 1.5 units from North Island College will generally convert to 3 credits at another institution (but to 1.5 units at UVic.)

  Examples:
  **NIC FRE 145 (1.5) = UCFV FREN 210 (3)**
  **NIC FRE 145 (1.5) = UVIC FREN 181 (1.5)**

*Continued...*

## Fourth Column: EFFECTIVE DATES

The dates displayed indicate the time period during which you have to have taken and successfully completed the course, in order to be eligible for the transfer credit listed by the receiving institution. The dates are displayed in month/day/year format.

Example: **9/1/97 to 8/31/99**

This means the transfer credit will be available if you took the sending institution course between September of 1997 and August of 1999.

Example: **9/1/95 to -**

To be eligible for the transfer credit, you did the coursework at the sending institution at any time between September of 1995 and the present.

*IMPORTANT:*

***The Online Transfer Guide only attempts to keep accurate and up-to-date data for the period of time since September 1995. Therefore, no beginning effective date (called the Start Date) for any record in the database is earlier than September 1995. However, in many cases where the Start Date shown is 9/1/95, the same credit may be available even if you took the course earlier. To check the transferability of courses taken prior to the 1995-96 academic year, consult back issues of the print version of the* B.C. Transfer Guide, *or consult with the institutions involved.***

## Common Abbreviations Used in the Tables

- "lev" for "level"
- "pc" for "partial credit"
- "div" for "division"
- "GE" for "General Elective"
- "LL" for "Lower Level"
- "LD" for "Lower Division"
- "UL" for "Upper Level"
- "UD" for "Upper Division"
- "1XX" and " 2XX" for unassigned level credit (at UNBC only).

## Institution Identification

Throughout the tables and the Online Transfer Guide institutions are identified by the following abbreviations:

- BCIT — B.C. Institute of Technology
- BCOU — B.C. Open University
- CAMO — Camosun College
- CAP — Capilano College
- CCC — Corpus Christi College
- CNC — College of New Caledonia
- COLU — Columbia College
- COQU — Coquitlam College
- COTR — College of the Rockies
- DOUG — Douglas College
- ECIAD — Emily Carr Institute of Art & Design
- IIG — Institute of Indigenous Government
- JIBC — Justice Institute of British Columbia
- KWAN — Kwantlen University College
- LANG — Langara College
- MALA — Malaspina University-College
- NIC — North Island College
- NLC — Northern Lights College
- NVIT — Nicola Valley Institute of Technology
- NWCC — Northwest Community College
- OUC — Okanagan University College
- RRU — Royal Roads University
- SELK — Selkirk College
- SFU — Simon Fraser University
- TWU — Trinity Western University
- UBC — University of British Columbia
- UCC — University College of the Cariboo
- UCFV — University College of the Fraser Valley
- UNBC — University of Northern British Columbia
- UVIC — University of Victoria
- VCC — Vancouver Community College
- YUKO — Yukon College

# ◆ Important Information on Transferring Credit

## Minimum Grade for Course Transfer

The minimum letter grade required of a student to obtain transfer credit for any specific course for which transfer has been established is a 'Pass' (normally a 'P' or 'D' letter grade) as defined by the sending institution.

It is important to note that:

a) a Grade of 'C' or higher is normally required for courses intended to be used to satisfy prerequisites;

b) some programs may require a course grade of 'C' or higher for every course to be counted towards a specific credential; and

c) once registered in a degree program a student requires a Letter of Permission to take courses elsewhere and normally requires a minimum grade of 'C' in each course taken at another institution for transfer to the degree program.

## Transfer Credit for Courses *Not* Listed in the Online Transfer Guide

Most transfer is governed by formal agreements between institutions and is based on an articulation process that involves the evaluation of a potentially transferable course by the receiving institution. Transfer credit for courses or programs that were not originally designed for transfer, or that are offered in B.C. institutions but are not listed in the Online Transfer Guide, is relatively rare. However, transfer is sometimes possible for courses or programs not listed in the Online Transfer Guide, especially if they are a close match in content and standard to the program a student wishes to enter. Such arrangements are generally considered on an individual basis. In some cases students have also been successful in getting unassigned transfer credit changed to specific transfer credit by presenting evidence such as detailed course outlines. Students seeking special consideration are advised to consult the Registrar's offices at both the sending and receiving institutions.

See also "Transfer Possibilities..." beginning on page 39.

## New Transfer Agreements and Mid-Year Changes

New or revised transfer agreements, applicable to the current academic year or retroactive to the beginning of the year, may be established throughout the year. Such new information is added to the Online Transfer Guide on a twice-monthly basis. When transfer credit is revised, receiving institutions may or may not allow students to choose between the old credit and the new credit. In these situations, students are strongly advised to check with the receiving institution to confirm the transfer credit they will receive.

## Effective Dates for Transfer Agreements

Start and end dates for each transfer agreement are noted in the Online Transfer Guide database. Students who have interrupted their studies or spread them out over a longer period than normal should consult advisors regarding transfer arrangements. When checking the transfer credit for any course in the Online Transfer Guide, students must select the year in which the course was taken. Records in the Online Transfer Guide begin for the year 1995/96. For courses taken before that year, back issues of the *B.C. Transfer Guide* or an admissions officer at the receiving institution should be consulted.

### Course Currency

Many institutions consider that knowledge acquired more than ten years ago may no longer be current, and therefore may not grant credit for such courses. Courses in rapidly evolving fields such as information technology may be judged to have a shorter shelf life. Students should check with their intended institution regarding their policy.

### Transfer Credit Applicable to a Specific Program

Some transfer arrangements are dependent on the particular program a student wishes to enter at the receiving institution. Students who contemplate changing their program or major should consult institutional calendars and appropriate advisors.

## ◆ Transfer Possibilities where Courses or Institutions are *Not* Listed in the Online Transfer Guide

### Lower Level Courses Not Listed in the Online Transfer Guide

The database ***does not list every course offered at every sending institution.***

The absence of information about a particular course's transfer potential at a particular receiving institution does not necessarily mean that transfer is unavailable. It indicates that no formal agreement has been established or, if a new agreement is in place, the Online Transfer Guide has not yet received the information. Receiving institutions may review situations on request, and credit may ultimately be granted. To be absolutely certain about transfer possibilities, students should check with the institutions involved. See also the note about "Transfer Credit for Courses Not Listed in the Online Transfer Guide," on page 38.

### Upper Level/Upper Division/Third and Fourth Year Courses

With the exception of some upper level (3rd and 4th year) courses at the B.C. Open University, upper level courses available at the sending institutions are not included in the database, unless they transfer to lower level credit at a receiving institution. Upper level courses are evaluated on a case-by-case basis by each institution, and may receive transfer credit as long as the credit can be applied to the student's degree program.

### Transfer to B.C. Institutions with No Courses Listed in the Online Transfer Guide

During its existence as an autonomous institution, the Technical University of B.C. (TechBC) issued transcripts to its students for courses successfully completed at that institution. Simon Fraser University now looks after all matters related to transcripts for TechBC students and students who wish to transfer TechBC credits to an institution other than SFU are advised to contact the Office of the Registrar at both SFU and the institution to which they wish to transfer.

The Justice Institute offers highly specialised programs. While a few courses are listed in the Online Transfer Guide, transfer credit is generally considered on a case-by-case basis, and may be granted as a result of individual assessment.

### Transfer *from* a University

See page 44.

### Transfer *Between* Colleges and Institutes, and Transfer *From* University Colleges *To* Colleges and Institutes

With a few exceptions, transfer between colleges and institutes, and transfer from university colleges to colleges and institutes, is handled in a

less formal manner than transfer from this sector to universities. That is, there are few formal transfer agreements. However, these institutions have agreed on the general equivalency of courses in Adult Basic Education, and have adopted transfer guides in other programs, such as

- Business Management Diploma Programs,
- Tourism Core, and
- Horticulture.

See the Online Transfer Guide for transfer details on these programs and others.

As a general rule, a college or institute will accept an academic course from another institution as equivalent to its own if both are equivalent to a common university course. Thus, students can get a general impression of course equivalency for individual academic courses by studying the course-to-course transfer database. However, this information cannot be interpreted as a guarantee of specific credit that students will receive in all cases.

### Transfer to Professional Designations

Some professional bodies, such as the CGA, CMA and other accounting associations, grant transfer credit for courses completed in B.C. public post-secondary institutions. Students should check with these organizations regarding transfer possibilities.

## ◆ Transferring to a B.C. Post-Secondary Institution from Outside B.C.

The Online Transfer Guide contains no information on how courses taken at institutions outside B.C. transfer to a B.C. institution, with the exception of Yukon College courses. However, many students each year transfer credits to B.C. institutions from outside the province. Because this type of transfer is handled on a case-by-case basis, students must direct all questions to the institution to which they are applying. However, the following general information may be useful as a starting point.

When a student requests transfer credit for courses he/she has successfully completed elsewhere, the most important consideration will be the equivalency of the courses or program he/she has taken to those offered by the B.C. institution. That is, the closer the match between the original program and the program to which a student is transferring, the more likely it is that he/she will be awarded transfer credit. For example, traditional arts and science courses from an institution that has transfer agreements with universities in its own area will normally transfer to arts and science degree programs at B.C. institutions with no problem. Receiving transfer credit for specialized programs or courses that do not have a good fit with the institution's offerings will be more difficult. Students are advised to provide as much information as they can on the courses they have taken, especially detailed course outlines and, wherever possible, evidence of existing transfer agreements.

Students will be granted transfer credit only if they are admitted to the institution. Application for admission is competitive, and students must be, or have been, in acceptable academic standing at their current or previous institution. Transfer students must normally have completed a full year (24-30 credits) of transferable courses.

Because most institutions have a "residency requirement" that specifies that students must complete up to 50% or the last two years of their program at that institution, there is a limit on the amount of transfer credit students can apply towards their program. Normally, students can apply up to two years of appropriate credit earned elsewhere towards a degree in a B.C. university, although some universities allow more in certain

programs, and some universities (e.g. UNBC) and several colleges and university colleges have a 25% residency requirement.

## Transferring from a College in Alberta

Alberta colleges have very similar programs to B.C. colleges and transfer works the same way in Alberta as it does in B.C. Therefore, if a course transfers to a receiving institution in Alberta, it will normally transfer to a receiving institution in British Columbia. Checking the *Alberta Transfer Guide* for information on transferability is a good first step. (www.acat.gov.ab.ca)

## Transferring from a Canadian University

Most universities in Canada have agreed to accept each other's courses for transfer credit, through the Pan-Canadian Protocol on the Transferability of University Credits. BCCAT has developed a statement on transferring between universities and university colleges within B.C. The same principles apply to transfer between any Canadian universities as apply to transfer between universities and university colleges in B.C. (See page 44.) However, since B.C. universities and university colleges may have less information on courses and programs at non-B.C. universities, students are advised that they may be asked to provide detailed course outlines and/or evidence of existing transfer agreements for the courses they have taken.

## Transferring from a College in a Province other than B.C. or Alberta, from a Technical Institute, or from an Ontario College of Applied Arts and Technology (CAAT)

Depending on the courses and program, some credit may be transferable from these types of institutions. For example, courses that align well with traditional arts and sciences may transfer to arts and science degree programs, while technical courses may transfer to technical diploma programs or to applied degrees at university colleges or the B.C. Institute of Technology (BCIT).

B.C. institutions will often start by looking to see if the course or program is transferable within the province in which it was taken. Students are advised to provide as much information as they can on the courses they have taken, especially detailed course outlines and/or evidence of existing transfer agreements.

## Transferring from a Quebec CEGEP

Students who have taken two full years at a CEGEP and received an academic DEC will normally be eligible for up to a year of transfer credit in an academic program at a B.C. institution.

## Transferring from an Institution in the United States

If the course or program is from an accredited degree granting institution such as a university or a four year college, or from a two year college with established transfer agreements with the leading state universities, transfer credit is normally granted, provided the courses are similar to those in the program to which the student is applying. Students are advised to provide as much information as they can on the courses they have taken, especially detailed course outlines and/or evidence of existing transfer agreements.

## Transferring from Another Country (other than the U.S.)

Students who have not yet finished a degree and who wish to request transfer credit for courses or programs taken in a country other than Canada or the U.S. should start the process of making inquiries as early as possible. Most B.C. institutions have International Student Offices that specialise in assisting international students in applying to their institution. Students may have to supply information such as proof of English language proficiency, and have their transcripts

interpreted by an official translation service. Because post-secondary programs are organized very differently from country to country, it is often very difficult to assess transfer credit for courses taken in another country, and students are advised to provide as much information as they can on the courses they have taken, especially detailed course outlines and/or evidence of existing transfer agreements.

Students who have finished a credential and wish to have it evaluated in B.C. should refer to "International Credential Evaluation Service," page 42.

## What is a Detailed Course Outline?

A detailed course outline is the document or syllabus, issued by the institution and available to all students, that contains the essential information about the course for which they have registered. It should contain the following:

- a statement of the course objectives;
- the topics covered;
- the number of weeks duration (excluding final exam period);
- hours per week of lecture/laboratory/tutorial/seminar/studio work;
- hours per week of required open laboratory or open studio work;
- the method of evaluation and grading;
- the textbooks used; and
- the amount of credit (or equivalent value) awarded for successful completion.
- Students may also be required, in some cases, to provide copies of exams and/or assignments. Most departments do not return this material, so students are advised to keep copies of all documents.

## Links to Further Information

BCCAT Online has direct links to the web sites of all B.C. institutions listed in the *B.C. Transfer Guide*.

**Inter-Provincial Transfer Protocols**

- More information on the Pan-Canadian Protocol on the Transferability of University Credits is available on the web site of the Council of Ministers of Education, Canada (CMEC). This information will mainly interest students transferring from one Canadian university to another.
- Students transferring between colleges or technical institutes may be interested in reading the Pan-Canadian Protocol on Transferability and Mobility signed by many of the member institutions of the Association of Canadian Community Colleges (ACCC).
- Both protocols can be found by clicking on "Links to other Online Resources" on the BCCAT Online home page (www.bccat.bc.ca) and then on the "Canada" link on the sidebar menu.

**International Credential Evaluation Service (ICES)**

This is a service for students with a completed credential (degree, diploma, etc.) who wish to have it evaluated in B.C. Information about this service can be found at the ICES web site, at www.ola.bc.ca/ices. Those who don't understand how international credentials compare to our provincial and national systems may not recognize education acquired in another country. Using well-established evaluation methodologies, ICES evaluates the credentials of people who have studied in other provinces or countries and determines comparable levels in B.C. or Canadian terms. The service was established to help people gain the recognition they need to pursue their career and educational goals. ICES is a service of the Open Learning Agency. Note that this service is not for students who wish to transfer credits from an institution in another country and apply those credits towards a credential in a B.C. institution.

## ◆ Transferring from a B.C. Post-Secondary Institution to an Institution Outside B.C.

In general, students can use the information about transferring to a B.C. institution from outside the province as a guide to transferring credits from a B.C. institution to one outside B.C. All the same principles apply. Transfer to a university in Canada or the U.S. should be fairly straightforward since credit transfer is a well known and accepted aspect of post-secondary education in these countries. In other countries, the acceptance of the principles of credit transfer may be more problematic.

To maximize the chance of successful transfer to an institution outside B.C., students are advised to:

- Keep course outlines for all courses they have taken;
- Refer receiving institutions to the Online Transfer Guide for verification that their courses are transferable to universities within B.C.; and
- Refer receiving institutions to the section in the *B.C. Transfer Guide* on "Accredited Institutions" (page 16) which explains how this term is used in B.C.

## ◆ Can I Transfer *From* a University?

### The Question:

"Help! Can I transfer from one B.C. university to another? I can't find any information in the Transfer Guide!" This is the most frequent request for information received through the BCCAT web site.

### The Reason for the Question:

Students searching for information find that there are no equivalencies listed for courses originating at a university, because the Online Transfer Guide organizes transfer information by listing courses offered only by "sending institutions" (traditionally colleges), not by "receiving institutions" (traditionally universities). University-colleges[1] are listed both as sending and receiving institutions. Institutes are listed as sending institutions except for the Emily Carr Institute of Art and Design (receiving institution) and the Justice Institute (not listed in the tables).

### The Answer:

*All* institutions listed in the *B.C. Transfer Guide* recognize that students move between institutions in many different directions, and are committed to awarding appropriate credit for transferable courses completed or credits earned at other B.C. institutions.

So yes, students *will* generally receive credit for all or most of the university courses they have successfully completed *when they transfer to similar programs at another B.C. institution listed in the Transfer Guide.* If students are transferring to a different type of program, the credits they have earned may not be applicable to their new program.

Although some institutions process transfer credits automatically as part of the admissions process, at most institutions students have to request an assessment of transfer credit.

**Transferring from a university to a college:**

Students who wish to transfer to an academic program at a college should receive credit for their arts and science courses. Students can get a general impression of course equivalency (although not a guarantee of transfer credit) by searching the Online Transfer Guide to find out what college courses are equivalent to their university courses. Students transferring to professional and applied fields, however, may not be able to apply all their university credits to their new area of study.

**Transferring from a university to an institute:**

Institutes offer specialized programming. Therefore, the amount of credit students can transfer will depend on the nature of their previous coursework and how closely it relates to their intended program.

**Transferring from a university to another university, or to a university-college:**

All the universities and university-colleges have "signed off" on the following statement, which describes in further detail how transfer works between these institutions.

### TRANSFERRING FROM A UNIVERSITY TO A UNIVERSITY OR TO A UNIVERSITY-COLLEGE IN BRITISH COLUMBIA

In British Columbia all universities and university-colleges affirm the principles of the **Pan-Canadian Protocol on the Transferability of University Credits**, formulated by the Council of Ministers of Education, Canada (CMEC) in 1995. The terms of this protocol state:

> *All course work completed by transfer students during the first two years of university study in Canada... will be recognized and fully credited for the purposes of granting a degree provided that:*
>
> - *the transfer student is deemed admissible and has been presented with an offer of admission;*

*Continued...*

1 In this document, "university-college" has been hyphenated for ease of reading, although only Malaspina University-College hyphenates its name.

- *the transfer student has achieved a passing grade in his/her course(s) and has obtained grade levels that would normally be required of continuing students; and*
- *the credits earned are related to the program of study in which the transfer student will register, or the credits can be counted as electives for the program of study.*

In practice this means that students who transfer between universities in B.C., or from a university to a university-college, or to a B.C. university or university-college from another Canadian university, will have their credits assessed and recognized, according to the above criteria. Note: Since Royal Roads University does not offer first and second year courses, admission and transfer to RRU is assessed on the basis of a completed two year program of studies.

## Please Note:

- Each student must present official transcripts and request credit as part of the admissions process.
- Transfer credit is normally only awarded where it is applicable to satisfying the specific or general (e.g. elective) requirements for the student's program of study.
- The student must still fulfill all outstanding requirements for the degree, both general and specific.
- The institution's residency requirements must be met. Students will normally be able to transfer no more than half of the credits required for a degree (e.g. 60 credits towards a 120 credit degree), unless the institution allows for more transfer credit to be counted and it is applicable to their program of study (e.g. SFU's Bachelor of General Studies degree, and some degrees at UNBC, B.C. Open University, UCFV, Kwantlen).
- Some limited transfer may also be possible for upper level (i.e. third and fourth year) credit from a university or university-college to a university or vice versa.
- Although university to university equivalencies are not documented in the Online Transfer Guide (except for those courses taught at the B.C. Open University), each university maintains its own record of equivalencies. University-college to university equivalencies are documented in the Online Transfer Guide, and therefore many university to university-college equivalencies can be extrapolated, since the transfer agreements are generally reciprocal.
- Students should be cautious about extrapolating university to university transfer information from course equivalencies listed in the Online Transfer Guide. For example, if two or more universities each list a course as equivalent to a particular college course, this does not necessarily mean that the university courses are equivalent to each other.
- Transfer credit can be denied, especially in cases where the institution granting the credit does not offer equivalent courses or programs, or where the courses were taken many years prior to the application for transfer credit and may be considered no longer current.
- Students contemplating these kinds of transfer, or transfer from outside B.C., are strongly encouraged to retain institutional calendars and copies of course outlines for all courses they have completed, as they may be required to present additional information to facilitate an accurate assessment of equivalency.

# ◆ Principles and Guidelines for Transfer

## Preamble

Transfer relationships in British Columbia are governed by statements which were adopted by the Council in 1993 after thorough consultation with the institutions of the B.C. Transfer System.

The principles and guidelines are based on those formulated by the British Columbia Post-Secondary Coordinating Committee and approved by university senate and college councils in 1976 and 1977.

## Principles

1 The primary purpose for transfer among colleges, university colleges, universities and institutes is to increase student accessibility to post-secondary education by facilitating student mobility between institutions.

2 Each institution in the British Columbia post-secondary system will seek to enhance accessibility by planning for, and accepting as transfers, students who have completed a portion of their post-secondary studies at another institution in the system.

3 In any transfer arrangement, the academic integrity of the individual institutions and programs must be protected and preserved.

4 Awarding of transfer credit will be governed by the policies and regulations of the Senates and Boards of the institutions concerned.

5 Course or program transfer credit should be based on equivalency of academic achievement and of knowledge and skills acquired.

6 In determining the eligibility of transfer students for admission, receiving institutions will give primary consideration to a student's post-secondary academic record, provided the student has completed at least 30 credits of post-secondary studies.

7 While the minimum conditions for admitting transfer students will be published, receiving institutions may limit admissions to programs based on availability of resources.

8 Admission of transfer students to some programs may be based upon criteria pertinent to the program, additional to academic performance. While academic prerequisites ensure eligibility, they do not guarantee admission to a particular program.

9 If transfer arrangements are to be effective, students must be provided with information, prior to beginning their programs at sending institutions, as to course equivalencies, program prerequisites, and levels of achievement on which admission to and awarding of transfer credit at receiving institutions will be based. Receiving institutions should not make changes in these arrangements without providing adequate notice and lead time to sending institutions.

## Guidelines

1 Although formal transfer negotiations shall take place via the designated persons at each of the institutions, discussions concerning course content, adequacy of supporting facilities and related matters should generally occur first at the local (i.e., department to department or instructor to instructor) level.

The institutions seeking transfer credit should be prepared to provide the following information:

course name, course number, length of instructional period, hours per week (lecture, lab, seminar) objective of course, and—although subject to change without notice—texts and required reading, initial proposals for method of instructing and evaluation, and the qualifications of instructors.

2 Negotiations between institutions regarding equivalency should recognize that effective learning can occur under a variety of arrangements and conditions. Various methods of demonstrating or achieving equivalency may be employed, particularly for career programs; for example, course equivalency, competency tests, challenge exams, program equivalency and bridging programs.

*Continued...*

3 Program or discipline articulation committees consisting of representatives of institutions offering the respective programs meet routinely to share information and enhance cooperation among people providing instruction in given areas of study; to promote course equivalency where appropriate; and to aid in the process of achieving inter-institutional transfer credit. Curriculum issues arising from transfer agreements may be addressed to appropriate articulation committees.

4 An institution which denies the transfer of credit requested by another institution shall state the reasons for the refusal.

5 Once an agreement has been reached on the conditions of credit transfer of an individual course or program of studies, it shall not be abrogated without reference to the designated authorities in the institution affected.

6 An institution planning changes to its curriculum which will affect the requirements for credit transfer should inform the members of the relevant articulation committees as far in advance of implementation as possible so that other institutions can consider the desirability of alterations to their courses and programs. Until others have been notified of changes, institutions have an obligation to fulfill the commitments of current course outlines.

7 The minimum GPA for admission as a transfer student is normally 2.0 (C). Receiving institutions which require higher GPAs for programs to which access is limited and for which transfer quotas have been established will normally give preference to students who have completed as much of their programs of studies as is feasible at the sending institutions.

For one of a kind programs or programs with very limited enrolments (usually professional and career) for which sending institutions offer specific transfer programs, appropriate administrators from sending and receiving institutions should, as part of a transfer agreement, establish enrolment quotas for each of the participating institutions.

8 Transfer arrangements between colleges and universities are assumed to be based on "lower division" (i.e., first and second year) studies. It is recognized that the assignment of 'year level' to any individual course might vary at different institutions and, therefore, specific exceptions to this rule might occur under inter-institutional arrangements.

9 Transfer of credit includes the following categories:

i) Specific equivalent of a given course (assigned credit);

ii) Unassigned (elective) credit in a discipline or department;

iii) Unassigned (elective) credit in a faculty or program;

iv) Unassigned (elective) credit for courses not identifiable with course offerings but which are evaluated as being appropriate for academic credit on transfer.

*Continued...*

# ◆ Supplemental Principles and Guidelines for Transfer

## Preamble

After extensive study and consultation, the B.C. Council on Admissions and Transfer (BCCAT) has concluded that transfer among institutions in B.C. has become and will continue to become more complex due to the increase in the number of degree granting institutions. To maximize student access, the B.C. post-secondary education system is committed to enabling students to transfer relevant credits among institutions. In order to sustain this commitment in the face of the increasing number of receiving institutions and complex patterns of student movement among institutions, the B.C. Council on Admissions and Transfer is working to encourage the development of more innovative, flexible and efficient transfer arrangements. In doing so it recognizes the existence of necessary constraints on credit transfer, but wishes to minimize inequities and difficulties faced by students and institutions.

Therefore, the Council has developed a set of Supplemental Principles and Guidelines for Flexible or Innovative Transfer. These new principles and guidelines have not been formalized, in the sense of being developed through a process of extensive consultation with the post-secondary system. Nevertheless, Council believes that they are potentially very useful, both generally, and for application to projects to develop alternate, flexible approaches to transfer.

## General Principles for Flexible and Innovative Transfer

1 Students should be able to complete all lower division degree requirements at a college, provided that the college offers a reasonable variety of courses in their chosen discipline.

2 Neither transfer nor direct entry students should be advantaged or disadvantaged as a result of the transfer process.

## General Guidelines for Flexible and Innovative Transfer

1 Variations in institutional programs that reflect differing missions, context or expertise should be respected and accommodated. Accommodation strategies may include receiving institutions setting more flexible course or credit requirements for transfer students than for direct entry students.

2 Sending and receiving institutions should provide a written rationale for the designation of courses as upper or lower division when requested.

3 Each receiving institution should normally grant the same number of credits for each transfer course as it grants its own equivalent course.

4 For the purpose of assessing equivalency, comparison of courses or programs may be based on a variety of factors, including the following (as many as are appropriate):

- comparison of detailed content elements
- comparison of outcomes
- comparison of general subject matter
- comparison of depth or breadth of coverage of subject matter, even if content details or approach are different
- comparison of assessment
- documented evidence of student success in subsequent courses

5 Block transfer, flexible transfer or transfer innovation agreements should not undermine the ability of students to continue to transfer on a course by course basis.

*Continued...*

## Guidelines for Block Transfer Agreements

**Definition of Block Transfer:**

Block Transfer is the process whereby a block of credits is granted to students who have successfully completed a certificate, diploma or cluster of courses that is recognized as having an academic wholeness or integrity, and that can be related meaningfully to a degree program or other credential.

**Guidelines:**

1. Block Transfer agreements will normally involve certificate or diploma programs from the sending institutions, but may also involve smaller blocks or clusters of courses or credits.
2. Where the receiving institution does not grant the number of credits equivalent to the number the sending institution grants for the block, it should provide clear rationale for the number of credits granted.
3. While many block transfer agreements include a provision that the student is deemed to have fulfilled all lower level requirements, others may stipulate that any lower level requirements that have not been completed must still be taken.
4. Block transfer agreements should be clear, in that each student should know exactly what credit he/she will receive at the receiving institution.
5. A block transfer agreement does not guarantee admission to the receiving program or confer priority status, unless such provisions are specifically built into the agreement.
6. The standards or criteria for program admission for students transferring under a block transfer agreement should be clearly stated in the agreement.
7. Sending and receiving institutions should reach agreement on what constitutes replication of coursework before a block transfer agreement is finalized. Students should not have to repeat content of which they have already demonstrated substantial mastery.
8. If a block transfer agreement provides for two years of credit transfer, transfer students should be able to finish a four-year degree in a further two years or within a reasonable additional amount of time if deemed essential by the receiving institution.
9. Block transfer arrangements should involve signed formal agreements between a sending and receiving institution.
10. Block transfer arrangements should be well documented (including in the *B.C. Transfer Guide*) and accessible to students.
11. Depending on the agreement, block transfer agreements may include provision for course-by-course allocation of credit, or may obviate the need for such allocation.

# Frequently Asked Questions About Transfer

The information in this FAQ was originally designed to answer questions directed to the Transfer Guide Coordinator through the feedback/questions facility of BCCAT Online, and later edited for consistency with the publication *B.C. Transfer TIPS*. They are replicated in a slightly modified form in *TIPS* and on the BCCAT web site at www.bccat.bc.ca/tips/faq.html

## ◆ The Questions

1. I am taking university level courses at college, but I have no idea where I want to transfer. What should I do?
2. Can I transfer to any B.C. post-secondary institution?
3. Can I transfer courses from more than one B.C. institution?
4. Can I transfer between universities in B.C.?
5. If all my courses are listed in the Online Transfer Guide, are there any reasons why I might NOT receive transfer credit?
6. What qualifies me for admission as a transfer student to a B.C. university?
7. Who should I talk to if I have questions about the transfer process?
8. What's the difference between an advisor, a counsellor and a financial aid officer?
9. When should I use the Online Transfer Guide?
10. Can I transfer to and from institutions outside B.C.?
11. What happens to my credits if I change my major or program?
12. What is a B.C. associate degree?
13. What's a residency requirement?
14. I took some post-secondary courses years ago. Will they still transfer?

## ◆ Questions and Answers

### 1. I am taking university level courses at college, but I have no idea where I want to transfer. What should I do?

A: Check the Online Transfer Guide at www.bccat.bc.ca to find out how your college courses will transfer. This will help you to keep your program options open. Make sure you keep a copy of your college calendar and in-depth course outlines.

By the way, some colleges offer career planning seminars and aptitude testing, which may help you decide where to go next.

### 2. Can I transfer to any B.C. post-secondary institution?

A: All public institutions in B.C. (and the private ones that are part of the B.C. Transfer System) accept transfer students. But remember, admission is competitive. You may meet all of the minimum admission requirements for a particular program or institution, yet you might not be accepted because your grades aren't as high as those of other applicants. Find out what standards (mainly what grades) are needed in order to be accepted at the institution of your choice. Be aware that grade requirements do vary each year, even each semester.

### 3. Can I transfer courses from more than one B.C. institution?

A: Yes. If all the courses you took are from institutions listed in the Online Transfer Guide, the process should be straightforward. Remember, you must submit official transcripts from each institution you attended.

### 4. Can I transfer between universities in B.C.?

A: Yes. Each year many students transfer successfully from one B.C. university to another. University to university transfer credit is not listed in the Online Transfer Guide, but universities do maintain a record of these course equivalencies based on past evaluations. If you're thinking about transferring between universities, you should contact the receiving university for details on the transfer process. You may be required to provide additional course information in order to have your courses evaluated.

For more detail on how this kind of transfer works in British Columbia, see "Can I Transfer From a University?" on page 44.

### 5. If all my courses are listed in the Online Transfer Guide, are there any reasons why I might NOT receive transfer credit?

A. Yes, there are a few reasons. For example, failing the course, taking the course too long ago, taking duplicate courses, or failing to get a "Letter of Permission," are all reasons why you might not get transfer credit. In addition, some institutions limit the amount of credit they award, so taking too much credit before you transfer can be counterproductive. Carefully read "Transferring Credit: A Two-Step Process," beginning on page 27, and pick up a copy of *B.C. Transfer TIPS*.

## 6. What qualifies me for admission as a transfer student to a B.C. university?

A: To be admitted to a B.C. university as a transfer student, you must have taken the minimum number of transfer credits required. This varies from 15 credits (5 courses) at one university to 30 credits (10 courses) at others. If you have fewer courses than the number required you may still be considered for admission if you were eligible to be admitted on the basis of your secondary school results. In this case, you should also get transfer credit for the post-secondary courses you have successfully completed.

You don't need to have completed a specific number of transfer credits in order to transfer to a university college degree program. BCIT and Emily Carr may have specific requirements because of the nature of their programs.

But remember, admission to any post-secondary institution is not guaranteed and entry to specific programs is often very competitive.

For more information, see "Criteria for Admission as a B.C. Transfer Student," page 22.

## 7. Who should I talk to if I have questions about the transfer process?

A: The advisor at your current institution should be able to answer questions about your courses and how they'll fit into your academic goals. If your questions are about applying to a specific program at a receiving institution, it's probably best to contact that institution's Admissions Office or the Liaison/Recruiting Office directly.

The institutional calendar is also a very good resource. It will outline the program requirements, the general faculty and/or graduation requirements, and all the other rules that students are responsible for knowing.

## 8. What's the difference between an advisor, a counsellor and a financial aid officer?

A: Essentially, an advisor helps you with your academic planning, a counsellor helps you with your personal concerns (e.g. interpersonal relationships, emotional difficulties, depression, etc.), and a financial aid officer helps you sort out your financial situation (student loans, etc.). In smaller institutions, one person may fill more than one of these roles.

## 9. When should I use the Online Transfer Guide?

A: You can (and should!) use it any time. It is a helpful tool before and after you register for your courses. Checking transferability before you register can help you decide which courses to take. Checking transferability after you register will help you understand how other institutions will accept your courses.

## 10. Can I transfer to and from institutions outside B.C.?

A: If the courses taken were similar to the courses in the program you are transferring to, then you will usually receive transfer credit. However, you may have to provide course outlines in order to receive the credit, and the evaluation process may take a while.

For much more detail on transferring to and from B.C., see "Transferring to.." on page 40, and "Transferring from..." on page 43.

## 11. What happens to my credits if I change my major or program?

If you decide to change your major or program, check the calendar for the new requirements. You will still get all the transfer credit you are entitled to, but you may not be able to apply it in the same way to your new program. You will probably have to take more courses than originally planned to meet the requirements of your new program.

## 12. What is a B.C. associate degree?

A: An associate degree is a two-year credential in arts or science offered by B.C. colleges and university colleges. If you graduate with an associate degree and want to pursue further study you can receive priority admission at some B.C. universities, and a guarantee of 60 transfer credits at universities and university colleges. Be aware that you may still need to take extra courses to meet program requirements at the institution to which you transfer. Consult the calendar for more details.

For more information, see the section on "Associate Degree Transfer" (page 32) and Part 9 of this book (page 67) for a description of the associate degree.

## 13. What's a residency requirement?

A: A residency requirement is the amount of its own course work that an institution requires you to complete in order to be eligible to receive its credential. Residency requirements vary so it's a good idea to check the calendar of the institution to which you plan to transfer. Many institutions require that you complete 50% of the program there (e.g. 60 credits in a degree that requires 120 credits). Others require that only 25% be completed at the institution.

## 14. I took some post-secondary courses years ago. Will they still transfer?

A: That depends on how many years ago, and on the institution and program you want to enrol in. Many institutions consider that knowledge acquired more than ten or so years ago may no longer be current, and therefore may not grant credit for "stale-dated" courses. Courses in rapidly evolving fields such as information technology may have an even shorter shelf life. Check with your intended institution regarding their policy.

# Glossary of Transfer Terms

**Academic Year**

Normally 12 months running from September 1 of one year through August 31 of the following year.

**Admission GPA**

See "Grade Point Average" below

**Advanced Standing**

Advanced standing (or advanced placement) is placement to a certain level, based on assessment of previous work, or on achievement in a placement test. In B.C. institutions credit is normally ***not*** granted for advanced standing, and credit for exempted courses (see "exemption") must normally be replaced by taking other courses.

**Applied Degree**

A degree in an applied subject, such as accounting, interior design or forest technology.

**Apply**

***To an institution:*** the formal process of requesting admission to an institution.

***Credit to a credential:*** once transfer credit is awarded, it must be "applied" to a credential. That is, it must be determined whether the credit earned can be used to fulfill the requirements of the credential. Factors affecting this may be the amount of "unassigned" credit (see also "unassigned credit") that can be used towards the degree, or the number of credits that must be taken at the institution awarding the credential (see "Residency").

**Articulation**

The process used by post-secondary institutions to determine which courses are equivalent to one another. Articulation is normally a course-to-course analysis or comparison, but it can also involve whole programs.

The development and implementation of agreements that provide for inter-institutional movement of students or the connecting of two or more educational systems.

**Assigned Credit**

Transfer credit is "assigned" when a course is assessed as being equivalent to a specific course at a receiving institution. For example, UCFV's Math 111 course is equivalent to UBC's Math 100 course. (See also "Unassigned credit.")

**Block Transfer**

The process whereby a block of credits is granted to students who have successfully completed a cluster of courses, or certificate or diploma, which is recognized as having an academic wholeness or integrity, and which can be related in a meaningful way to part of a specific degree program.

**Course**

A formal, organized learning experience, usually taught by an instructor from a prepared outline of content and learning outcomes.

**Course outline (syllabus)**

A description of the main content, organization and expected outcomes of a course, normally including the number of credits awarded for successful completion, hours of class time required, evaluation procedures, assignments, texts and readings.

**Credential**

The document acknowledging completion of a program or course of study.

**Credit**

The value assigned to a course. For example, many courses are valued at 3 credits.

**Exemption**

The waiving of a requirement. A student may be excused from completing a course or program requirement if the appropriate institutional representative grants approval; usually exemptions are granted only to students who have proven that they have comparable learning. Although an exemption may be granted, the student may be required to replace the exempted course with an alternate.

**Grade Point Average (GPA)**

A weighted average of a student's performance in credit courses. "Weighted" means that the calculated average puts proportionately more "weight" on courses with more credits.

In the ***secondary school system***, GPA is based upon grades in grade 11 and 12 credit courses according to the following scale: A=4; B=3; C+=2.5; C=2; C-=1. Secondary school GPA can also be calculated on a percentage basis.

GPA in the ***post-secondary system*** is also a weighted average *but the scale and the calculation method vary by institution.*

***Admission GPA:*** calculation of GPA for admission to B.C. post-secondary institutions, whether from secondary school or from another post-secondary institution, varies by receiving institution.

**Letter of Permission**

Once registered in a degree program, a student must obtain permission (by means of a Letter of Permission) to take courses at another institution.

**Level credit**

Some institutions assign "level credit" where a course does not have an equivalent at the receiving institution. e.g. CAP CHEM 205 (3) = UVIC CHEM (1.5) 200 lev. See also "Unassigned credit."

**Lower level (or lower division)**

General introductory courses, usually making up the first two years of a university degree.

**Major**

A program of study within a degree during the third and fourth years, where about 25-50% of the courses are in a single discipline (e.g. Philosophy, History).

**Minor**

A program of study requiring fewer courses than a major.

**Preclude**

A preclusion indicates that a student will not receive credit if he/she takes the precluded course later; as in "precludes credit for Anthropology 301."

**Prerequisite**

A prerequisite course is a course that must be taken before a student can take more advanced courses in the discipline.

### Prior Learning Assessment (PLA)

Prior Learning Assessment (PLA) is a process that enables people to gain recognition and credit for what they already know and can do. It involves the identification, documentation and assessment of ***learning*** acquired through informal or independent study, work experience, volunteering, non-credit courses and other life experiences. "PLAR" refers to Prior Learning Assessment and Recognition.

### Receiving Institution

The institution to which a student intends to transfer. In a transfer agreement, the institution which grants credit for course work completed at a "sending institution" (see "Sending Institution").

### Residency

The number of courses or credits (or percentage of the program) that must be completed at the institution granting the credential. In most B.C. institutions the most common residency requirement is 50% of the total number of required credits (or 60 credits of a 120 credit degree). However, there are many instances where it is 25%. The Open Learning Agency has minimal residency requirements.

### Sending Institution

The institution from which a student is transferring. In a transfer agreement, the institution where the course work was completed.

### Transcript

The formal document provided by the post-secondary institution that verifies the student's enrolment and achievement in the institution; the transcript records course titles and numbers, dates of enrolment, grades, and any credential(s) received.

### Transfer

Transfer consists of the granting of credit toward a credential by one institution for programs or courses completed at another. In British Columbia, transfer agreements exist among the colleges, university colleges, universities and institutes of the post-secondary system. There are also some limited transfer agreements between the secondary and post-secondary systems, for example for Advanced Placement and International Baccalaureate courses. Transfer agreements are normally made on a bilateral basis by the individual institutions but there are some system wide and multilateral agreements (e.g. for Business Management Diploma Programs).

### Unassigned credit

Transfer credit is "unassigned" when a course is assessed as being of a university level but not equivalent to a specific course at a receiving institution. Example: MALA CHIN (3) 2nd yr. This means the credit at Malaspina University-College is 3 credits of 2nd year level Chinese. College courses may be judged by a university or university college to be of value in meeting the requirements for a degree even though they do not match in content specific courses offered by the university. The amount of unassigned credit that can be used by transfer students to meet degree requirements is determined by the credit requirements for the degree and the specific courses required for a major.

### Unit

See Credit. Two institutions in B.C. use a unit rather than credit system: the University of Victoria and North Island College. Three semester credit hours = 1.5 UVic units.

### Upper level (or upper division)

Less general, more focussed courses, usually making up most of the final two years of a university degree.

# Online Resources

## BCCAT Online

BCCAT Online (**www.bccat.bc.ca**) is an excellent source of information and of electronic links to many sites related to transfer and to post-secondary education in B.C. and beyond. For example, from the home page:

- The B.C. Post-Secondary System (bccat.bc.ca/syst/index.htm) contains links to all B.C. post-secondary institutions included in the B.C. Transfer System.
- Links to Other Online Resources (www.bccat.bc.ca/links/index.htm) consists of several pages of links to transfer and education-related sites in B.C., Canada and the U.S.
- *B.C. Transfer TIPS* (www.bccat.bc.ca/tips/) is a student guide to the transfer process in B.C. It is an invaluable resource for students, advisors and anyone planning a transfer route to a credential.
    - A print version of *B.C. Transfer TIPS* is available free of charge at post-secondary institutions in B.C.
    - The *B.C. Transfer TIPS Facilitation Guide* is intended for secondary school teachers and counsellors who are helping their students understand about transfer in B.C. by using *TIPS* as a resource. It contains many useful exercises that can guide any student through the transfer process.

## BC Opportunities

**bcopportunities.com**, which includes the Career Planner 2002 web site, is a student-oriented guide to post-secondary education, training and careers. It is intended to give British Columbians a comprehensive look at career options and the planning tools needed to succeed. This site contains:

- a look at the job market of the future;
- ideas about career planning;
- a searchable database of the credentials available in all major program areas at B.C.'s post-secondary institutions;
- a comprehensive listing of the apprenticeships available in B.C.;
- details about the B.C. student assistance program;
- tips and suggestions about how to make a job search less stressful and more effective; and
- links to other web sites that give more detail about education, training and careers in British Columbia.

## BCcourses.com

**BCcourses.com** is a directory of distance education credit courses offered by B.C. post-secondary institutions.

## CanLearn Interactive (Human Resources Development Canada)

CanLearn bills itself as "Canada's one-stop resource for the information and interactive planning tools you need to explore learning and education opportunities, research occupations, develop learning strategies, and create the financial plans to achieve your goals." Go to **www.CanLearn.ca**

## Career Planning

The B.C. Ministry of Education maintains the Career Planning web site at **www.bced.gov.bc.ca/careers/planning**. The site is for students and parents who are looking for information about careers, going to post-secondary education or training, and the world of work.

## International Credential Evaluation Service

ICES, the International Credential Evaluation Service assesses formal educational credentials from around the world (**www.ola.bc.ca/ices**).

## Opening Doors

Opening Doors (**www.openingdoorsbc.com**) is a searchable database containing complete information about undergraduate programs at all public post-secondary institutions in B.C. Students can use the Academic Program Search to investigate and compare over 1,900 programs in B.C. In addition, Opening Doors has links to many other resources.

## PASBC: B.C.'s Post-Secondary Application Service

PASBC (**www.pas.bc.ca**) makes applying for public post-secondary education quick and easy. The majority of B.C.'s universities, university colleges, colleges, and institutes are now accepting applications through Canada's first Internet application-for-admission service.

The PASBC site also provides:

- Information on post-secondary education in B.C.;
- Links to educational resources and institutions; and
- Financial assistance information and links.

## Private Post-Secondary Education Commission of British Columbia (PPSEC)

This web site (**www.ppsec.bc.ca**) contains information about private post-secondary institutions in B.C., including a listing of all registered and all accredited institutions.

# The B.C. Council on Admissions & Transfer

The British Columbia Council on Admissions and Transfer was created in 1989 by the then Minister of Advanced Education and Job Training in response to a recommendation by the Provincial Access Committee and as part of a major Government initiative to improve access to post-secondary education. The Council, an independent body appointed by the Minister, meets regularly and reports annually to the Minister. It supports the education system and is funded by the Province of British Columbia. Members are chosen from universities, university colleges, colleges, institutes, faculty, students, private post-secondary institutions, and the secondary school system.

## Purpose

The mandate of the British Columbia Council on Admissions and Transfer (BCCAT) is to facilitate admission, articulation and transfer arrangements between and among colleges, university colleges, institutes and universities. Specifically, the Council, in cooperation with post-secondary institutions, develops policies that facilitate transferability of post-secondary credit courses so that credit can be applied toward baccalaureate degrees in degree granting institutions.

## Functions

The Council supports the post-secondary education system by facilitating communication and cooperation among institutions, publishing a transfer guide and maintaining articulation committees. It brings together appropriate representatives of institutions to facilitate the resolution of transfer problems. In addition, it initiates and promotes examination of innovative approaches to course equivalency and transfer arrangements. It sponsors workshops, commissions research and collects and distributes information regarding admission, transfer and articulation issues.

The Council, in cooperation with the post-secondary institutions, establishes guidelines for articulation committees, liaises with the committees, reviews minutes of their meetings and facilitates the resolution of articulation issues raised by them.

# B.C. Council on Admissions & Transfer

## Major Activities

### Transfer

#### Co-ordinate Articulation Committees & Transfer Agreements

**Transfer Policy**
- principles and guidelines for transfer
- advice and assistance to Ministry
- advice and assistance to institutions
- information on non-traditional transfer

**Articulation Committees**
- articulation committee handbook
- receiving, monitoring, responding to minutes
- appointing system liaison persons
- annual meeting of chairs
- liaison with secondary school system

**BC Transfer Guide**
- co-ordination
- production and distribution

**BCCAT Online**
- Online Transfer Guide, including pdf tables
- admission and system information
- publications
- articulation committee resources
- links to other sites

**Improving Transfer**
- transfer pathways
- transfer innovation projects
- block transfer
- mediating transfer disputes
- seminars and workshops on articulation and transfer

**Associate degrees**
- curricular requirements
- transfer and admission policies

#### Review and Recommend Transfer Processes

**Standards & Processes**
- timing issues for transfer students
- tracking issues
- record keeping issues
- information/communication issues
- electronic data interchange (EDI)
- on-line course transfer

**Transfer Credit Evaluation Form**
- web-based form

**Private/Public Articulation**

**Inter-provincial Transfer**
- improving inter-provincial transfer
- providing advice to other provincial jurisdictions

### Admissions

**Policy and Practice**
- general admissions information
- system wide summary of institutional policies
- access for transfer students
- admission processes for transfer students
- admission requirements for transfer students

### Research

**Areas of Study**
- policy reviews
- transfer student profiles
- transcript assessments
- student surveys
- advising and admissions personnel surveys
- retention and attrition
- patterns of student mobility
- transfer rates
- transfer administrative processes
- admissions information
- overall transfer effectiveness

### Communications

**Publications**
- BC Transfer Guide
- BCCAT Online
- newsletters
- research reports
- research report summaries
- policy discussion papers
- brochures
- handbooks
- annual report

**System Collaboration**
- with institutions
- with agencies
- with system committees
- with Ministry

**Student Advising**
- student transfer handbook (BC Transfer TIPS)
- TIPS Facilitation Guide
- reply to student queries, FAQs
- transfer liaison network
- the Advisor

BRITISH COLUMBIA COUNCIL ON
ADMISSIONS & TRANSFER

**MANDATE:**
Council's mandate is to provide leadership and direction in facilitating articulation, transfer and admission arrangements among colleges, university colleges, institutes, agencies and universities in B.C. Specifically, the Council develops and promotes policies that facilitate the transferability of credit; publishes a transfer guide and user-friendly student materials; mediates transfer disputes; recommends practices designed to eliminate undue barriers to transfer; and commissions research into the overall effectiveness of the provincial transfer environment.

**COUNCIL:**
Council members are appointed by the Minister. They consist of two Co-Chairs, and representatives from colleges, institutes, university colleges, universities, faculty, students, school districts, and private institutions.

**COMMITTEES:**
The Council carries out its work with the assistance of a number of committees, whose members are drawn from the post-secondary system. The standing committees of council are the Transfer and Articulation Committee; Institutional Contact Persons Committee; Research Committee; Task Force on Standards and Processes; Transfer Liaison Network; and Publications Committee.

Revised: April 2002

# ◆ Council and Committee Membership

## B.C. Council on Admissions & Transfer, May 2002

**Council Co-Chair and Executive Director:**

Dr. Franklin C. Gelin

**Council Co-Chair:**

Dr. Bob Brown
Former Dean, Faculty of Arts
Simon Fraser University

**Members:**

Dr. Margaret Anderson
Professor
University of Northern B.C.

Mr. Dileep Athaide
Instructor
Capilano College

Dr. Roger Barnsley
President
University College of the Cariboo

Dr. Roger Blackman
Associate Dean of Arts
Simon Fraser University

Mr. Rick Carruthers
Director of Instruction & Community Education
School District No. 42

Ms. Nancy Clegg
Instructor
Kwantlen University College

Dr. Beth Davies
Senior Education Administrator
Northwest Community College

Dr. Robin Fisher
Dean of Arts, Social and Health Sciences
University of Northern B.C.

Dr. Neil Guppy
Associate Vice-President, Academic Programs
University of British Columbia

Dr. Valerie Kuehne
Associate Vice-President, Academic
University of Victoria

Dr. David Leeming
Professor
University of Victoria

Mr. Greg Link
Registrar
Malaspina University-College

Ms. Ann McArthur
Technology Degree Studies
British Columbia Institute of Technology

Dr. Lorna McCallum
Dean, Language, Literature and Performing Arts
Douglas College

Dr. Martin Petter
Vice President Education
North Island College

Dr. David Sylvester
President
Corpus Christi College

## Institutional Contact Persons Committee, May 2002

**Members**

B.C. Institute of Technology:
Mrs. Pui Lam

Camosun College:
Ms. Kate Ross

Capilano College:
Ms. Cheryl Helm

College of New Caledonia:
Mr. Paul Seens

College of the Rockies:
Ms. Donna Lomas

Columbia College:
Dr. Trevor Toone

Coquitlam College:
Mr. Will Eckford

Corpus Christi College:
Dr. David Sylvester

Douglas College:
Ms. Patricia Angus

Emily Carr Institute of Art & Design:
Mr. Kevin Bird

Institute of Indigenous Government:
Ms. Rahael Jalan

Justice Institute of British Columbia:
Dr. Keith Wilkinson

Kwantlen University College:
Ms. Jody Gordon

Langara College:
Ms. Therese Paradis

Malaspina University-College:
Mr. Greg Link

Nicola Valley Institute of Technology:
Ms. Anne-Marie Proznick

North Island College:
Ms. Lisa Domae

Northern Lights College:
Ms. Cyndy Lorincz

Northwest Community College:
Ms. Bev Kealty

Okanagan University College:
Ms. Judi Wright

Open Learning Agency:
Mr. Robert Ruf

Royal Roads University:
Ms. Ann Nightingale

Selkirk College:
Mr. Gerry Gauthier

Simon Fraser University:
Mr. Ron Heath

Trinity Western University:
Ms. Mary Stewart

University of British Columbia:
Ms. Louise Legris

University College of the Cariboo:
Mr. Dennis Mayberry

University College of the Fraser Valley:
Mr. Bill Cooke

University of Northern B.C.:
Ms. Darlene Poehlmann

University of Victoria:
Mr. David Glen

Vancouver Community College:
Ms. Pam Ottridge

Yukon College:
Mr. Doug Graham

## Task Force on Standards and Processes, May 2002

**Chair:**

Mr. Greg Link
Malaspina University-College

**Members**

Ms. Barb Doyle
Camosun College

Ms. Finola Finlay
BCCAT

Mr. Andy Chen
(student member) Camosun College

Mr. Ray Pillar
University College of the Cariboo

Ms. Jody Gordon
Kwantlen University College

Ms. Jean Karlinski
BCCAT

Dr. Frank Gelin
BCCAT

Mr. David Glen
University of Victoria

Ms. Gaylea Wong
University of B.C.

Mr. Nick Heath
Simon Fraser University

Ms. Cindy Oliver
College Institute Educators' Association

Mr. Alan McMillan
Emily Carr Institute of Art and Design

## Transfer and Articulation Committee, May 2002

**Chair:**

Dr. David Leeming
University of Victoria

**Members:**

Ms. Finola Finlay
BCCAT

Ms. Barbara Clague
BCCAT

Mr. John FitzGibbon
Centre for Curriculum, Transfer and Technology

Dr. Franklin C. Gelin
BCCAT

Dr. Neil Guppy
University of British Columbia

Dr. Marvin Krank
Okanagan University College

Mr. Alistair McVey
College of New Caledonia

Dr. Sharon Meen
B.C. Open University

Mr. Richard Olesen
Camosun College

Dr. Ellen Petticrew
University of Northern B.C.

Ms. Kathleen Pinckney
Selkirk College

Mr. Rick Carruthers
School District 42

Dr. Trevor Toone
Columbia College

# Staff and Contact Information

BCCAT welcomes inquiries, comment and feedback.

Please contact us by mail, telephone, fax or electronic mail.

- **Council Office Address:**
  B.C. Council on Admissions & Transfer
  709 - 555 Seymour Street
  Vancouver, BC V6B 3H6
- **Telephone:** 604-412-7700
- **Fax:** 604-683-0576
- **E-Mail:**
  - to Council office:
    admin@bccat.bc.ca
  - regarding the Online Transfer Guide:
    TransferGuide@bccat.bc.ca

## BCCAT Staff, May 2002

- **Dr. Franklin Gelin**
  Executive Director and Council Co-Chair
  Email: fgelin@bccat.bc.ca
- **Ms. Finola Finlay**
  Associate Director
  Email: ffinlay@bccat.bc.ca
- **Ms. Barbara Clague**
  Executive Secretary
  Email: bclague@bccat.bc.ca
- **Ms. Jean Karlinski**
  Administrative Assistant
  Email: jkarlins@bccat.bc.ca
- **Mr. Raymond Bendall**
  Transfer Guide Coordinator
  Email: rbendall@islandnet.com
- **Ms. Jennifer Orum**
  (on secondment to BCCAT 2002)
  Coordinator, Special Projects
  Email: jorum@bccat.bc.ca

# British Columbia Associate Degrees[1]

## The Associate Degree

The associate degree is designed to provide an educational experience that prepares students for work, citizenship and an enriched life as an educated person, and to lay a solid foundation for further study.

The associate degree curriculum comprises two years of university level study in a variety of academic areas. Students are required to complete a broad range of course offerings balanced with in-depth study in specific disciplines. Since many students will continue their studies, the requirements are sufficiently flexible to enable students to plan their educational program carefully and to complete the required prerequisites for upper level course work in their intended major. Students will be exposed to concepts, theories and modes of inquiry in the humanities, the social sciences and the sciences to develop:

- an interest in and curiosity about the world around them
- an understanding of the global context in which they live and work
- an appreciation of intellectual thought and human creativity
- an openness to a variety of viewpoints
- a capacity for and interest in self directed life-long learning
- acceptance of the social responsibilities that come with the benefits of advanced learning

In addition, the program of study should develop and improve those skills and abilities essential for academic success at an advanced intellectual level. These may be taught in some courses, embedded in the curriculum of others, or achieved through class participation and the learning process. They include but are not limited to:

- advanced reading comprehension
- effective written and oral communications
- mathematical and scientific reasoning
- computer and technological literacy
- research and evaluative skills
- analysis, synthesis, and integration of knowledge
- critical thinking and problem solving
- application of theoretical understanding to practice
- working collaboratively

1 Approved by the Minister on May 30, 2000

## ◆ Associate of Arts Degree

### General Requirements

60 semester credits of first and second year courses. These must include a minimum of 18 credits in Arts at the second-year level taken in two or more subject areas.

### Specific Requirements

1. 6 credits in first-year English; and
2. 9 credits in Science which shall include at least:
   a) 3 credits in Mathematics, or Computing Science or Statistics (Statistics courses taught in subject areas such as Business, Commerce, Economics, Psychology, etc. may also be used to meet this requirement);
   b) 3 credits in a laboratory science, and
3. 36 credits in Arts which shall include:
   a) 6 credits in the Social Sciences;
   b) 6 credits in Humanities (including the Creative and Performing Arts) other than English;
   c) 24 additional credits in Arts, and
4. 9 credits in Arts, Science, or other areas.

## ◆ Associate of Science Degree

### General Requirements

60 semester credits of first and second year courses. These must include a minimum of 18 credits in Science at the second-year level taken in two or more subject areas.

### Specific Requirements

1. 6 credits in first-year English; and
2. 6 credits in Mathematics which shall include at least 3 credits in Calculus; and
3. 36 credits in Science, which shall include at least 3 credits in a laboratory science; and
4. 6 credits in Arts other than English (excluding Mathematics and Laboratory-based Science courses); and
5. 6 credits in Arts, Science, or other areas.

## ◆ Requirements for Both Degrees

1. All general and specific requirements must be met but an institution may set higher standards or additional requirements over and above these general and specific requirements.
2. No course will be used to meet more than one of the specific requirements.
3. An average overall grade of 'C' (cumulative GPA of 2.0 or its equivalent) calculated on all courses counting towards the associate degree must be achieved.
4. The number of credits awarded for any particular course will be determined by the institution granting the associate degree. Although the number of credits awarded for any particular course may vary from institution to institution, it is expected that a student will have completed the equivalent of approximately twenty 3-credit courses to fulfill the degree requirements.

## ◆ Definitions

1. A course is defined by the subject for which it is granted transfer credit at SFU or UBC or UNBC or UVic.

   a) an Arts course is defined to be any course in a subject area for which there is a Baccalaureate of Arts degree at SFU or UBC or UNBC or UVic.

   b) a Science course is defined to be any course in a subject area for which there is a Baccalaureate of Science degree or Baccalaureate of Applied Science degree at SFU or UBC or UNBC or UVic.

   The requirements specified above are intended to provide breadth of exposure to a variety of disciplines in both Arts and Sciences. In some instances there may be some ambiguity as to whether a course is in the Humanities or Social Sciences and is an Arts course or a Science course. While those determinations are left to the discretion of the institution granting the associate degree, it is expected that such courses as Human Geography and most Psychology courses would be designated as Arts courses, whereas courses in Physical Geography and Mathematics would be designated as Science courses.

   c) a course in an "other" area is defined to be any course in a subject area for which there is a Baccalaureate degree other than in Arts, Science, or Applied Science at SFU or UBC or UNBC or UVic.

2. A first-year course is defined as a course that has assigned or unassigned transfer credit at the 100-level at SFU or UBC or UNBC or UVic.

3. A second-year course is defined as a course that has assigned or unassigned transfer credit at the 200-level or higher level at SFU or UBC or UNBC or UVic.

4. A laboratory science is one in which a substantial component of student instruction involves the study of natural phenomena, either in the laboratory or in the field. Each institution granting the associate degree will determine which of its courses satisfy this requirement. However, the B.C. Council on Admissions & Transfer recommends that Computer Science courses not satisfy this requirement.

## ◆ The B.C. Associate Degree: Admission and Transfer Implications

- For information on "Admissions with a B.C. Associate Degree," see page 23.
- For information on "Associate Degree Transfer," see page 32.

# Institution-Specific Transfer Notes, 2002-2003

The following pages present institution-specific admissions and transfer details, applicable to the 2002-03 academic year. This information below has been provided by the listed institutions. As always, student decisions and choices regarding admissions and transfer should be confirmed with the institutions involved.

In Online Transfer Guide search results, the notation "See Transfer Notes" indicates additional detail may be found in the documents below. (These documents are also part of the Online Transfer Guide, and are linked to the search results display.)

# ◆ B.C. Institute of Technology

This section is published for information purposes only. It is not intended to be a complete statement of all procedures, policies, rule and regulations, nor is it to be construed as an irrevocable contract between the student and the Institute.

For the most up-to-date information please visit BCIT's Web site at www.bcit.ca.

## General Institute Requirements

### SECONDARY SCHOOL COMPLETION

Applicants must provide official documentary proof of graduation from a Senior Secondary School or equivalent, as prescribed by the Ministry of Education, Province of British Columbia, or a portion thereof of high school grade attainment as prescribed by individual BCIT programs.

### AGE RESTRICTION

At time of enrollment, students must be at least 16 years of age. There is no upper age limit.

### APPLICANT RESIDENCY PRIORITY

BCIT'S mission is to provide high quality, post-secondary technological and vocational education for residents of British Columbia and Canada. The following residency priorities will apply:

1. First Priority – British Columbia residents who are Canadian Citizens or British Columbia residents with Permanent Resident status at the time of application, who have lived in British Columbia for the immediate twelve months prior to enrollment.
2. Second Priority – Canadian Citizens and those applicants with Permanent Resident status, who live out of province.
3. Third Priority – Out of Country (International) applicants, Ministerial Permits at time of application. Anyone obtaining Permanent Resident status after submitting an application will have his/her Resident Status changed to first or second priority after official documentation has been received.

### ENGLISH LANGUAGE PROFICIENCY

Since all BCIT students must possess an acceptable level of English language skill, applicants whose first language is not English and who have not graduated from a B.C. Senior Secondary School will be required to demonstrate their competence in one of the following ways:

1. Individual assessment by the BCIT Communication department.
2. By successfully completing a BCIT Pre-Entry Communications course.
3. By successful completion of an approved, equivalent English or Communications course at another institution, with the entry grade required for the program you have applied for.
4. By successfully completing the Vancouver Community College English Language Assessment Test.
5. By successfully completing the Test of English as a Foreign Language (TOEFL) and Test of Written English (TWE). TSE (Test of Spoken English) may be required by some programs, please check the entrance requirements for the BCIT program you are interested in.
6. Complete the IELTS (International English Language Testing System)
7. Some Trades programs allow applicants to write a Trades Admission Assessment Test

(Pretest) to determine their English language and Math ability and eligibility for entrance. Not all programs offer this option. Check the program prerequisites section to see if a pretest is offered.

Consult the BCIT web site for the English language proficiency requirement specific to the program you are interested in.

**SELECTION OF CANDIDATES**

The Institute is responsible for the final selection of all candidates and therefore reserves the right to accept only those applicants who appear to have the capabilities necessary for success in the program.

## Transfer Credit

Transfer credit is a means whereby a student may acquire recognition for academic work completed at a recognized Post-Secondary institution (including BCIT). The definitions for various types of credit are clarified in the Institute full-time and part-time studies calendars.

All requests for credit must be initiated by the student. Credit exemption forms are available through Student Records and must be completed and submitted with official transcripts and detailed course outlines. At this time there is no fee.

BCIT accepts student applications for transfer credit for course work completed at other Post-Secondary Institutions. The course work for which the student is requesting transfer credit must be related to the student's program of studies at BCIT.

Since the granting of transfer credit impacts eligibility for financial aid, awards, honours standing and cooperative program placement, all students applying for transfer credit will receive written notification of the potential impact, at the time of application for transfer credit to Student Records in the Office of the Registrar.

Students who receive transfer credit can still take the course as a refresher, but only as an audit student. No grades will be recorded on the student's academic record.

Application for transfer credit must be submitted to the Office of the Registrar no later than 14 calendar days after the commencement of classes for each level. Late applications will only be accepted if prior written authorization has been received by the Registrar, from the Technology Associate Dean.

## Maximum Transfer Credit

Students must complete at least 50% of the course work through BCIT to earn certification. Therefore, the maximum transfer credit (combined PLAR, TCR, ECR, etc) granted will normally be 50% of the total credit hours needed. Special requests for transfer credit exceeding the 50% limitation must be approved by the Associate Dean and Registrar.

## Direct Entry (Advanced Placement)

Those persons who have successfully completed academic study at another institute or another BCIT program, can apply for Direct Entry, and may be eligible for advanced placement. Currency of past course work and related work experience may be considered in determining suitable placement.

*BCIT uses the term "Direct Entry" to distinguish applicants wishing to apply for advanced placement to a higher level other than level 1.*

Students receiving Direct Entry approval may be given full or partial block credit rather than individual course credit. The maximum amount of credit granted will be in accordance with the Transfer Credit Policy and Diploma Policy.

Applicants interested in direct entry to programs are admitted only if credit is approved and a space has opened up in the program. In most cases, applicants will be required to complete one or more courses before they are eligible for entry into advanced levels. Therefore it is strongly recommended that applications be

submitted at least six months prior to the program start date.

Students are required to meet program entry level English language admission requirements specific to their program (please check the BCIT web site for information).

For technology programs, applicants may apply for direct entry into Level 2 (halfway through first year) or Level 3 (beginning of second year). There are two methods of direct entry admission:

1. Proof of course-by-course equivalency to first level/year program requirements.
2. Some programs will grant advanced standing to applicants who have already completed a Degree or Diploma from a recognized Post Secondary Institution. In addition, applicants may be required to complete additional key courses, which are necessary to succeed in advanced levels.

Applicants who have had previous trades training may apply for transfer credit for advanced standing in order to shorten their program of study.

Approval of Direct Entry applicants will be made by the Registrar upon recommendation of the program Associate Dean.

All decisions to admit a direct entry applicant must be based on appropriate documentation in order to provide thorough assessment. Students will be required to submit all relevant documentation.

Changes to the student's program of study will be approved in advance of the courses being taken and will be in writing to the student, under the Registrar's signature, and maintained in the student's permanent record.

## Prior Learning Assessment and Recognition (PLAR)

PLAR is assessment by some valid and reliable means of what has been learned through previously unrecognized education/training or experiences, that is worthy of appropriate credit in a course or program.

Assessment methods shall be chosen in accordance with Institute policy and shall be suitable for determining whether the required learning outcomes have been achieved. Upon completion of the assessment, all original documents shall be returned to the student. Copies of substantiating documents, assessment materials and the assessor's report shall be retained by the department for a period of one year. Where it is not possible to retain copies of original materials, an attestation by the assessor will be a satisfactory substitute.

Participants in the PLAR process shall have access to the normal reassessment and appeal process associated with academic decisions. Reassessments and Appeals of PLAR activities shall include an individual with a knowledge of the policies and procedures relevant to PLAR.

Individuals who have received a failing grade in a course shall not be allowed to re-try the failed course via PLAR for a one year period following the conclusion of the term in which the failure was recorded.

A fee may be levied for the assessment of prior learning. Assessment fees shall not be refunded or transferred once the assessment has begun.

## For More Information:

Office of the Registrar
B.C. Institute of Technology
3700 Willingdon Avenue
Burnaby, BC V5G 3H2

Tel: (604) 432-1610

Web site: www.bcit.ca

# B.C. Open University and Open College

Detailed policy on transfer credit is provided in the Open Learning Agency calendar. The following notes may be of assistance to users of this guide.

Unless indicated otherwise, all courses in the Online Transfer Guide transfer to the B.C. Open University at the lower level.

## Transferring Credits from other Institutions to the Open College and B.C. Open University

Students with partially completed programs may receive transfer credit for previous studies taken through a recognized institution. Transfer credit is evaluated on the basis of program requirements, and is awarded in recognition of the level and type of studies taken.

## Visiting Students

If you are taking courses from Open College or B.C. Open University for transfer to another institution at which you are already a student, you should have written approval in advance from the Registrar of your institution, and/or the Dean of your faculty. Although your registration with Open College or B.C. Open University does not depend on this document, it will ensure that credits earned from Open College or B.C. Open University will be transferable to your home institution.

For further information, please contact Student Services at the Open Learning Agency or a counselor at your home institution.

## Block Transfer Credit towards the Bachelor of Business Administration and Bachelor of Tourism Management

Students who have successfully completed a related two year diploma at BCIT or at a B.C. community college may receive block transfer credit toward the B.C. Open University's Bachelor of Business Administration or Bachelor of Tourism Management. For further information, please contact Student Services at 431-3300, in the Vancouver area, or 1-800-663-9711, toll-free in Canada.

## Block Transfer towards Other B.C. Open University Degrees

B.C. Open University, in collaboration with the following institutions, offers degree completion programs (other than Business Administration and Tourism Management) whereby students who successfully complete specialized programs receive block transfer credit towards a B.C. Open University degree.

### B.C. INSTITUTE OF TECHNOLOGY

A diploma in Technology or Aircraft Maintenance Engineer's "M" License plus a BCIT Advanced Diploma in Technology Management transfer towards a Bachelor of Technology (Technology Management).

### CAPILANO COLLEGE

Capilano College's Music Therapy program transfers towards a Bachelor of Music Therapy degree (BCOU), the Jazz Studies diploma

transfers towards a Bachelor of Music (Jazz Studies) (BCOU).

**DOUGLAS COLLEGE**

A diploma in Nursing or Psychiatric Nursing plus completed Douglas College Advanced Diploma in Psychiatric Nursing transfer towards a Bachelor of Health Science (Psychiatric Nursing) (current RPN or RN license required).

**VANCOUVER ACADEMY OF MUSIC**

The VAM's Music Performance program transfers towards an Associate in Music diploma or a B.Music (Performance).

**THE COLLEGE OF PHYSICAL THERAPISTS OF B.C. (CPTBC)**

An acceptable diploma in Physiotherapy transfers towards a Bachelor of Health Science (Physiotherapy) (current CPTBC license or letter of eligibility required at time of entry to program).

**UNIVERSITY COLLEGE OF THE CARIBOO**

A diploma in Respiratory Therapy transfer towards a Bachelor of Health Science (Respiratory Therapy). Registration number with CSRT and minimum work experience required at time of entry to program.

## Transfer Credit Regulations

A) Transfer credit is evaluated for all studies taken through an accredited or similarly recognized educational institution.

B) The applicant must declare all formal studies from all previously attended post-secondary institutions and professional associations at the time of initial application for transfer credit, and arrange for official transcripts from all previously attended post-secondary institutions and professional associations in support of the application. Failure to do so may result in transfer credit not being granted or penalties being imposed.

C) Transfer credit will only be awarded on the basis of official transcripts sent directly to the Open Learning Agency by the institution, or appropriately authenticated copies. All documents submitted, unless considered irreplaceable, will become the property of the Open Learning Agency.

D) Assessed transfer credit will be applied to Open College certificates and diplomas, or B.C. Open University degrees on the basis of its applicability to a specific program.

E) All transfer credit decisions will be based on an A+, A, A-, B+, B, B-, C+, C, C-, D, and F grade system, or the 4.33 to 0.00 grade point system.

At the time of initial assessment, credit will be awarded for all courses passed (e.g., a grade of D or grade point 1.00 or better) at accredited or recognized institutions, provided the grade point average for all courses being assessed is C (2.00) or better.

In calculating this grade point average, all F grades are included unless a course has been retaken and a higher grade achieved.

If the GPA of the transferred courses is less than C (2.00), a course-by-course assessment will be made and only courses with a grade equivalent to B.C. Open University's C- (60%) or better will be given credit.

F) Normally there is no time limit on the transfer of courses. However, in some subject areas and for some degree programs, courses taken over seven years ago will not automatically be awarded transfer credit. The currency of the subject matter will be taken into account.

G) Students may complete up to 114 credits of a B.C. Open University degree through transfer credit.

H) Credit courses from BC post-secondary institutions used to meet the requirements of the Adult Basic Education Advanced or Provincial qualifications may also be used to meet the requirements of an Open College program qualification.

## Second Credentials

Credits used to meet the requirements of a qualification at the Open College or B.C. Open University or elsewhere may be used to meet a maximum of 50% of the requirements of a second qualification at the same or lower level, provided the second qualification is in a different subject area. All requirements for completion of the second qualification must be met.

## Multiple Degrees

A minimum of 120 credits will be required for the first degree, and a minimum of 60 credits will be required for all subsequent degrees. The student can use credits only once toward a further degree. The degrees taken must be in different areas, approved by the program director. There should be no limit to the number of degrees taken under these rules.

## Application for Transfer Credit Procedures

A) Applications for transfer credit must be submitted in writing along with supporting documents (official documents).

B) If application for credit is being made for courses taken outside British Columbia, a course syllabus or calendar from the institution should be included.

C) A transfer credit assessment fee must accompany all applications for transfer credit involving documents originating both within and outside British Columbia. Documents from the Yukon will be treated as being from British Columbia. Current fees are: $40 (for assessment of B.C. documents); $75 (for evaluation of documents from outside B.C.); maximum fee, $75. Students who have documents for studies completed outside Canada may be required to go through the International Credential Evaluation Service before their application for transfer credit and program admission will be considered.

D) Assessment of transfer credit will not commence until all required fees have been received along with all transcripts indicated on the Application for Transfer Credit.

E) Fees are non-refundable and cannot be applied toward any other assessment fee charged by the Open Learning Agency.

F) No further transfer credit assessment fees will be required of registered students who have been issued a letter of permission or where prior agreement has been reached between institutions.

## Transfer Credit for Master's Degree Programs

There is no limit on the amount of credit to be used from an uncompleted and expired master's degree program toward the completion of an Open College or B.C. Open University credential.

## Prior Learning Assessment (PLA)

B.C. Open University accepts credits earned through both portfolio-assisted assessment and course challenge from all BC post-secondary institutions that have formally adopted the provincial PLA standards and guidelines. Such credit is applied in the context of Open College and B.C. Open University program requirements.

B.C. Open University may reassess PLA credit awarded by other institutions on an individual basis

## Definitions

**COURSE CHALLENGE:**

Course Challenge is a mechanism for assessment candidates who have acquired knowledge other than by formal study to receive credit for specified courses by examination.

Depending on the course, a challenge examination may be a scheduled examination written at an examination centre or it may be a project completed at home or at the workplace.

**PORTFOLIO-ASSISTED ASSESSMENT:**

Portfolio assisted assessment allows an assessment candidate to document and demonstrate his or her knowledge of a given discipline and placement-related skills appropriate to an educational goal by presenting a personal learning portfolio—either as a stand-alone document or as a set of documents or in combination with, for example, a performance tape, a demonstration of skills, or a personal interview. The assessment method will depend on the subject area and the program requirements.

## For More Information

Student Services
Open Learning Agency
Box 82080,
Burnaby, B.C. V5C 6J8

*Telephone:* (604) 431-3300;
Toll-free in Canada: (800) 663-9711

Web site: www.ola.bc.ca/services
Email: student@ola.bc.ca

# ◆ Emily Carr Institute of Art & Design

## General Admission Requirements for Transfer Students

The minimum standing required for admission to the Institute is a 'C' average or grade point average of 2.0 (calculated on a 4-point scale: A+=4.33, A=4.00, A-=3.67, B+=3.33, B=3.00, B-=2.67, C+=2.33, C=2.00, C-=1.67, D=1.00, F=0). Applicants must also submit a portfolio for assessment.

To be eligible for second year, applicants must normally have successfully completed 30 credits at an accredited post-secondary institution with a minimum cumulative GPA of 2.0. Applicants to third year must have successfully completed 54 to 60 credits at an accredited post-secondary institution. Space in second and third years is limited and not all applicants can be accommodated.

Admission is based on the applicant's portfolio, post-secondary academic standing, written submission and, in the case of Media and Design programs, an interview. The year level to which transfer applicants are approved is determined by the portfolio assessment. Transfer credit granted is consistent with the portfolio assessment and is usually granted on a block basis.

## Application Deadlines

- **Fall semester** (September to December)

  Application deadline: March 1
  Portfolio deadline: May 1

- **Fall semester** (September to December)
  *Optional Early Admission for International Students*

  Application deadline: February 1
  Portfolio deadline: February 1

- **Spring semester** (January to April):

  Application deadline: October 15
  Portfolio deadline: November 1

Please note that ECIAD only accepts part-time applications to the Foundation and Visual Arts programs for the Spring semester.

## English Language Proficiency Requirement

All applicants whose first language is not English, regardless of country of origin or of citizenship status, will be required to demonstrate competence in the English language prior to admission.

Applicants may demonstrate English language competence by one of the following:

- Test of English as a Foreign Language (TOEFL): score of 570 on the paper based test; score of 230 on the computer-based test.
- Five years of full-time education in English in Canada or the United States. Such education must include BC Grade 12 or

equivalent and can be a combination of secondary and post-secondary education.

- Michigan English Language Assessment Battery (MELAB) score of 90.
- A score of 80% on the English 12 provincial exam.
- Successful completion, with a minimum grade of 'C', of six credits of post-secondary first-year English studies for which ECIAD gives transfer credit.
- A degree from a recognized university program where the language of instruction is English.

## Advanced Credit or Placement

Advanced placement, and in many cases advanced credit, may be given in appropriate secondary school subjects where high academic achievement has been attained. This provision applies particularly to the Advanced Placement and International Baccalaureate (Higher Level) programs.

## Transfer Credit

The Emily Carr Institute of Art and Design normally accepts as eligible for transfer credit all courses successfully completed at recognized colleges and universities, if a satisfactory grade has been achieved, and where appropriate, will credit such courses toward satisfying requirements of the program to which the applicant is admitted.

Courses successfully completed at recognized colleges, universities and university colleges in British Columbia and Yukon are granted transfer credit in accordance with agreed-upon equivalencies published in the Online Transfer Guide.

Courses successfully completed at colleges and universities outside British Columbia and Yukon will be assessed for transfer credit on a course-by-course basis.

## Prior Learning Assessment

Credits earned via prior learning assessment (PLA), challenge credit, or the equivalent, at another recognized post-secondary institution are acceptable at ECIAD, provided that the course to which those credits apply is recognized by the Institute as suitable for transfer credit.

## Residency Requirement

Students must complete a minimum of 69 credits at ECIAD in order to fulfill the residency requirement.

## BC Institute of Technology

Transfers from BCIT are possible in many instances. The amount of credit on transfer depends upon the studies taken at BCIT as they relate to the studies contemplated at ECIAD. Because of the uncertainties of transfer each applicant is dealt with on an individual basis. Consideration will be given to applicants from BCIT provided they have acceptable standing.

## For More Information

Admissions
Emily Carr Institute of Art and Design
1399 Johnston Street
Vancouver, BC V6H 3R9

Telephone: 604 844 3897

Fax: 604 844 3089
Web site: www.eciad.bc.ca
Email: admissions@eciad.bc.ca

# Royal Roads University

## Admissions/Transfer Policy

As Royal Roads University's undergraduate programs begin with third year, all of our undergraduate learners are "transfer" students. A number of block transfer agreements have been established with colleges in and out of British Columbia to ensure ease of transfer from existing diploma programs to our B.Com. and B.Sc. degrees. Applicants with educational backgrounds similar to those in the transfer agreements or with equivalent learning achieved in other ways are encouraged to apply.

## Transfer from Community College and/or University

Students will be admitted to an undergraduate program of study after having successfully completed a minimum of two years of post-secondary education (or the equivalent) in an appropriate area of study. Applicants who have been awarded a diploma from a recognized community college may be eligible for admission with full block transfer (see below).

## Prior Learning Assessment and Foundation Program

**PRIOR LEARNING ASSESSMENT:**

Royal Roads University is committed to the recognition of lifelong learning by providing formal recognition for what learners know and can do. Through the use of Prior Learning Assessment (PLA), Royal Roads University enhances accessibility for learners with non-traditional backgrounds, providing them with the opportunity to be evaluated and receive recognition for their existing demonstrable skills and knowledge. This learner-centred approach opens doors to higher learning for qualified candidates who otherwise would not meet traditional admission requirements in terms of formal academic training and serves the needs of a diverse group of learners. Ideal candidates for PLA include, but are not limited to, self-directed and highly motivated mid-career professionals who demonstrate high levels of program specific knowledge and skills and who possess strong interpersonal and communication skills.

Royal Roads University follows provincial PLA guidelines developed by the British Columbia Council on Admissions and Transfer (BCCAT), Centre for Curriculum Transfer and Technology (C2T2), the Provincial PLA Steering Committee, and the Provincial Institutional Coordinators Working Group.

Prior Learning Assessment involves several methods, including, but not limited to:

- presentation of portfolios containing evidence of learning already achieved
- demonstrations of competency before an objective observer
- examinations and questionnaires
- interviews
- references and letters of validation from persons familiar with the learner's skills
- The method of assessment and the level of detail required will vary from individual to individual. In all cases, it is our objective to give the learner full credit for prior learning accomplishments.
- Through the PLA process, we expect to be able to assure both the learner and the University of a high probability of successful program completion. In some cases, exemptions from specific parts of a program

may be possible. If specific weaknesses are revealed by the PLA process, we may be able to recommend remedial action through partner institutions or through our Foundation Program.

**FOUNDATION PROGRAM:**

As part of our undergraduate programs, we require learners to take a Foundation Program, designed to familiarize the learner with common skills needed at the University to complete the program, and to provide an opportunity for minor remedial work prior to the commencement of the first quarter.

## English Language Proficiency

English is the primary language of instruction and communication in all programs offered at the Royal Roads University campus. All applicants seeking admission must possess an adequate knowledge of written and spoken English as a prerequisite for admission to the University. International students should provide evidence of English competence through completion of a standardized test such as the Test of English as a Foreign Language (TOEFL). Normally a score of 570 on the paper-based test or 233 on the computer-based test will be required. Comparable scores on other standardized tests or evidence of English competence through completion of approved English as a Second Language programs will also be considered. A current list of equivalencies is available on our web site.

## Block Transfers into Specific Programs:

A formal block credit transfer agreement has been signed with the Association of Canadian Community Colleges (ACCC) to ease the transition from college to the university.

**B.SC. IN ENVIRONMENTAL SCIENCE, B.SC. IN ENVIRONMENTAL MANAGEMENT:**

Royal Roads University has also signed individual block credit transfer agreements with the following B.C. institutions: Camosun College, College of the Rockies, Douglas College, Kwantlen University College, Langara College, North Island College, and Northwest Community College.

**B.COM. IN ENTREPRENEURIAL MANAGEMENT:**

Royal Roads University has also signed individual block transfer agreements with the following B.C. institutions: BCIT, Camosun College, Capilano College, College of New Caledonia, College of the Rockies, Douglas College, Kwantlen University College, Langara College, Malaspina University-College, Okanagan University College, Northern Lights College, Northwest Community College, Selkirk College, University College of the Cariboo, University College of the Fraser Valley, Vancouver Community College, and Yukon College.

## Transfer Credit for Individual Courses

The integrated nature of our programs makes course-by-course transfer articulation difficult. Requests will be handled on an individual basis.

## For More Information:

Learner Services and Registrar's Office
Royal Roads University
2005 Sooke Road
Victoria, BC V9B 5Y2

Telephone (Victoria): (250) 391-2505;
Toll-free: (800) 788-8028

Facsimile: (250) 391-2522
Email: rruregistrar@royalroads.ca
Web site: www.royalroads.ca
Calendar (on-line): www.royalroads.ca/lsr/calendar/current/

*Royal Roads University is a partner of the Canadian Virtual University consortium.*

# ◆ Simon Fraser University

The quality and flexibility of our academic programs, together with our year-round trimester system, make Simon Fraser University a popular choice for B.C. college students. Many transfer students take advantage of year-round admission by entering the University in January (Spring semester) or May (Summer semester) rather then the traditional starting time of September (Fall semester).

These notes apply to courses offered in the 2002-03 academic year (beginning September 2002), and listed in the Online Transfer Guide. Courses not listed in the Online Transfer Guide should be considered non-transferable. The Online Transfer Guide is updated twice monthly. For studies taken in previous years refer to the Online Transfer Guide (from 1995 on) or earlier print versions of the *B.C. Transfer Guides*, or enquire at the Office of the Registrar.

## How to Quality as a Transfer Student

To be eligible for admission, a potential transfer student must:

- have completed 30 semester hours or more of transfer credit work, or be admissible on some other basis (i.e. admission from secondary school), and
- have an average grade (as calculated below) of at least 2.0, 60% or "C" on transferable college courses.

Because of resource limitations, admission of new students is normally restricted to those with higher averages. Averages required can vary, depending on the semester of application and the faculty sought. Credit will be awarded for all acceptable courses passed, up to a maximum of 60 semester hours (two years).

The admission grade point average will be calculated only on transferable courses. Duplicate courses will be counted in the admission average only once.

A student who met University admission requirements after completing grade 12 may be admitted on the basis of those requirements. However, admission is normally not granted if he or she has three or more transferable courses (nine or more semester hours) with an average of less than 2.0 or 60%.

## Associate of Arts/Science Degree Holders

Graduates with AA or ASc degrees from B.C. or Yukon community colleges will be offered first priority in admission to the faculties of arts and science respectively, subject to a minimum 2.0 admission GPA. Transfer credit will be given for all individually transferable courses. When the individually assigned credit from all sources totals less than 60 credit hours, additional general elective credit will be assigned to bring the transfer credit total to 60 hours.

## Diverse Qualifications Undergraduate Admission Policy

Each semester, many more admission applications are received than can be accepted. Academic performance is the main criterion for admission and is used exclusively in 90% of cases. However, it is recognized that some candidates have other attributes and achievements which should be recognized in determining admission.

The University seeks to admit not only applicants who are academically very well qualified but also those who meet minimum admission standards and have

- demonstrated commitment and/or excellence in other endeavours, or
- presented a clear and valid reason for attending the University, or
- succeeded in their studies in spite of difficult circumstances.

The University will select up to 10% of new students, taking into account these diverse qualifications. To be considered for admission under this policy, complete a personal information profile form and submit it with one letter of reference.

This admission policy is not available to Faculty of Science applicants.

This policy applies only to candidates who meet the published minimum academic admission requirements and the English language requirement.

## Admission Process

All enquiries relating to admission should be directed to:
Director of Admissions, Office of the Registrar, Simon Fraser University, Burnaby, BC V5A 1S6.

There are two methods of applying for admission.

### APPLICATION BY WEB

Application may be made from any computer with access to the World Wide Web. The form may be accessed from http://www.reg.sfu.ca (Office of the Registrar home page), or from http://www.pas.bc.ca (Post-secondary Application Service of B.C., or 'PASBC').

Application and document evaluation fees should be sent after the form has been submitted electronically. Quote the reference number given to the applicant when the submission is acknowledged by the University.

### APPLICATION BY PAPER FORM

Applications for admission may be made on the forms provided by the Office of the Registrar or on a PDF form down-loaded and printed from our World Wide Web site (see above).

### REQUIRED DOCUMENTS

The following supporting official documents must also be submitted from the issuing institution before any application will be considered. These documents may be submitted before or after application deadlines.

- Official copy of the appropriate school leaving certificate (e.g. B.C. Secondary School Transcript of grades).
- Official transcripts from all post-secondary institutions attended, whether or not the work was completed. (Students who plan to enter Simon Fraser in the semester immediately following their college semester should contact their college Registrar and request that an official transcript be submitted to Simon Fraser both during their final term or semester and immediately after final examinations.)
- Official reports of any standard tests written.
- Applicants whose primary language is not English must write a standardized English test and have the results submitted directly from the testing agency to Simon Fraser University. In some circumstances, this requirement will apply to students who have attended secondary schools or post-secondary institutions in Canada for less than four years.

All documents must be originals. Uncertified photocopies are not acceptable. Replaceable documents submitted with an application become the property of the University and will not be returned.

### APPLICATION DEADLINES

Applicants should submit application forms and any available documents as early as possible but

not more than twelve months ahead of the semester they intend to begin studies.

- Fall semester (September to December): April 30
- Spring semester (January to April): September 30
- Summer semester (May to August): January 31

**APPLICATION AND DOCUMENT EVALUATION FEES**

Each time an applicant applies to the University for admission or readmission, a $35 application fee is required. This fee, non-refundable and not applicable to tuition fees, must accompany the application for admission form or be paid soon after making an application.

A document evaluation fee of $50 is assessed for all applicants whose academic records, in whole or in part, originate outside of British Columbia and the fee will be assessed to students making a second or subsequent application for admission or an application for readmission if such application includes either secondary school documents from outside Canada or post-secondary documents from an institution outside British Columbia if these documents have not been evaluated previously. This fee is non-refundable and not applicable to tuition fees. The document evaluation fee is waived if the documents originate from a secondary school located in Canada, or if the applicant is participating in a recognized exchange program between Simon Fraser University and another institution.

## Admission to Faculty

Students may apply for admission to one of five faculties: applied sciences, arts, business administration, education and science. Applicants may indicate an alternate faculty in the event that they are not selected to the faculty of their first choice.

Students are permitted to change faculties during the course of their studies, so those who are not selected to their chosen faculty may transfer between faculties later in their studies.

Entry to the Faculty of Education is restricted to students who have at least 76 credits and are selected for entry to the Professional Development Program, or who have a first degree and are approved to PDP or another program in the faculty.

## Use of Transfer Credit

It is not always possible to complete a degree at Simon Fraser by completing the number of credit hours equal to the difference between total hours required for a degree (usually 120) and transferred hours (usually a maximum of 60). To minimize the possibility of transfer problems, college students should consult the Online Transfer Guide when selecting courses, and be sure to have received counselling at their college.

In some cases students may not be able to complete two full years at a college before transferring. Certain disciplines, such as Kinesiology, Communications or Criminology, may require courses not offered at all colleges. However, students have some alternatives: attend another college, take correspondence courses, or transfer to Simon Fraser earlier in their programs.

**TRANSFER CREDIT REGULATIONS**

Total transfer and course challenge credit may not exceed 60 credit hours, and may not include more than 15 credit hours credit as upper division work. Within these limits, credits may be transferred for all courses passed, which are acceptable under University policies.

Transfer credit is not used in the calculation of the CGPA.

Transfer credit for ungraded passes (e.g. pass/fail) will be granted only if the course has been previously articulated for transfer credit and if all students in the course are graded in a similar manner.

Transfer credit is not granted for credit assessed by other institutions, or for knowledge acquired outside formal instruction, but course challenge credit may be obtained at the University for such work or knowledge. Transfer credit is not granted for courses deemed to be duplicating

courses previously completed at Simon Fraser University or elsewhere.

Students who are attending, or who have attended, the University should note that in addition to these regulations

- work taken after initial registration at SFU must be passed with a grade of C (2.0 or 60%) or higher to receive transfer credit; and
- students wishing to complete transfer credit after initial registration must obtain permission in advance, using the form available from the Office of the Registrar.

To qualify for a specific minor within a degree program, at least seven credit hours of the upper division credit used toward the minor must have been completed through Simon Fraser University courses.

Students completing certificates or diplomas should be aware that each program has its own specific restrictions on the amount of transfer credit permitted. Students should consult the appropriate sections in the University Calendar for these limitations.

Special transfer credit regulations apply to the bachelor of general studies degree, bachelor of education degree, bachelor of applied science degree in engineering science and to students attending other universities on formal exchange programs. Refer to the Faculty of Arts, Faculty of Education, and Faculty of Applied Sciences sections respectively.

An applicant seeking admission with transfer credit is advised that the courses transferred, together with those he/she subsequently takes at Simon Fraser University, must meet the general and specific requirements of the faculty and department in which he/she chooses to major or honor. Some of the transfer credit awarded may be designated 'general elective credit.' Individual faculties may restrict the amount of general elective credit that may be counted toward a degree in that faculty. The applicant should not assume that he/she will complete the degree with a number of credit hours equal to the difference between total hours required for the degree and transferred hours. Although this calculation will usually be correct for a student who remains within a field of study, it will not necessarily be correct for a student who changes fields.

Transfer credit is designated as type one, two, or three. Type one is **assigned credit,** used when there is a Simon Fraser University equivalent. Type two is **unassigned credit** in a subject area, used for courses without Simon Fraser University equivalents, but which are acceptable to a department as fulfilling subject requirements for a general or honors degree in that department. For example, 'BISC (3)' means that three credit hours of credit in Biological Sciences have been granted. Type three is **general elective credit,** used for courses which are judged to be transferable but do not fulfill specific faculty, departmental requirements (other than Faculty of Arts and Faculty of Business Administration group requirements). General elective credit is counted toward the total number of hours required for the degree. Examples include 'general elective classical studies' and 'general elective environmental studies.'

Individual departments may require students to repeat prerequisite courses for which they have received transfer for a D grade. The repeated courses will show on the student's permanent record, but double credit will not be granted.

## Admission of Transfer Students into a Faculty

### FACULTY OF ARTS

The admission target for Fall semester 2002 is approximately 600 new transfer students.

Students planning to enter the BA, BFA degree programs or Certificate programs must complete at least one full year (30 credit hours) of transferable work with a minimum average of 2.0 or 60%. Up to 60 semester hours of transfer credit will be awarded for acceptable passed courses.

Applicants who met the University's admission requirements after completing grade 12 may be admitted on the basis of those requirements, provided that they have attempted less than 30 semester hours of transfer credit. However, they will not be admitted if they present three or more transferable courses equal to nine or more credit hours with an average of less than 2.0 or 60%.

**FACULTY OF BUSINESS ADMINISTRATION**

The admission target for fall semester 2002 is approximately 25 new transfer students directly from a college or technical institute (Category 2).

Students planning to enter the BBA degree program must meet the same requirement as those given for the faculty of arts, except that the equivalents of the following courses must be included with a C-minimum grade in each.

BUEC 232-3
BUS 237-3, BUS 251-3, BUS 272-3
ECON 103-3, ECON 105-3
MATH 157-3 (or MATH 151-3 or MATH 154-3) and two of ENGL 101-3, ENGL 102-3, ENGL 103-3, ENGL 104-3, ENGL 105-3, ENGL 199-3, PHIL 001-3, 100-3, PHIL 120-3

Admission is highly competitive.

Most transfer students first enter the University's Faculty of Arts before they are approved into the Faculty of Business Administration. These students are in Category 4, and will have a mix of transferred courses and Simon Fraser courses. The admission requirements are the same as for Category 2, but in calculating the Faculty admission average, college or technical institute averages will be decreased by 0.3. Applications may be obtained from the Faculty of Business Administration in the second month of each semester. Students with fewer than 60 credits may reapply if they are unsuccessful in gaining entry.

**FACULTY OF SCIENCE**

The admission target for fall semester 2002 is approximately 60 new transfer students.

Students planning to enter the BSc degree program must satisfy the same requirement as those given for the faculty of arts, except that the equivalents of the following courses must be included among either the college transfer courses or secondary school courses

- principles of mathematics 12 (or equivalent) with a minimum grade of C+
- two of grade 12 biology, chemistry, physics, geology or geography (or equivalents) with a minimum grade of C+ in each

Post-secondary courses, bearing university transfer credit, such as PHYS 120, satisfy the respective grade 12 course requirement (i.e. physics 12). If transferable courses are used, a C minimum grade is acceptable.

Admission is competitive.

**FACULTY OF APPLIED SCIENCES — COMMUNICATION**

Students planning to enter the BA degree program must satisfy the same requirements as for the faculty of arts.

Admission is competitive.

**FACULTY OF APPLIED SCIENCES — COMPUTING SCIENCE**

Students applying for the computing science program may be admitted directly based on excellent college grades or may be offered general University admission with the opportunity to apply for later admission based on Simon Fraser University grades. Admission is highly competitive.

For direct entry from college to spring semester 2002 and subsequent semesters, students must complete at least 30 credit hours of transferable credit including seven courses that receive the following transfer credit.

- PHIL 001 or three credits in English
- two of MACM 101, 201, MATH 151, 152 and 232
- two of CMPT 101, 150, 201, 250 and 275
- three credits in biological sciences, chemistry, kinesiology or physics

- three credits in anthropology, archaeology, communication, Canadian studies, criminology, economics, history, political science, psychology, sociology or women's studies

Admission will be based on a grade point average calculated on the best seven courses satisfying these constraints. All seven courses must have been taken from a single institution within a two year period. No course may be included in the average if it is considered a duplicate of any course previously taken.

**FACULTY OF APPLIED SCIENCES — ENGINEERING SCIENCE**

Students planning to enter the BASc degree program must satisfy the same requirements as for the faculty of arts and to include at least 30 semester hours of credit in transferable science or engineering courses.

Admission is highly competitive.

An additional application is required. See the School of Engineering Science section of the University Calendar.

**FACULTY OF APPLIED SCIENCES — KINESIOLOGY**

Students planning to enter the BSc (Kinesiology) degree program must satisfy complete at least 30 semester hours of transferable credit.

A total of approximately 120 students are approved into the kinesiology major program per year. Admission is competitive. Most kinesiology majors are first admitted to Simon Fraser University in another faculty as intended kinesiology majors and then later become approved kinesiology majors after achieving a criterion grade point average in a specified set of courses. For details, please see "School of Kinesiology, Internal Transfer" in the SFU Calendar.

However, a small number of students may be approved directly in the kinesiology major program based on excellent grades in courses which transfer as:

- BISC 101-4
- MBB 221-3
- CHEM 121-4, 122-2, 281.4
- KIN 142-3
- MATH 151-3, (or 154-3), 152-3 (or 155-3)
- PHYS 101-3, (or 120-3), 102-3, (or 121-3), 130-2, (or 131-2)

A student who either has not completed all of these courses at a college or has not achieved the criterion grade point average in these courses at college may be admitted to Simon Fraser University as an intended kinesiology major in another faculty.

## Important Transfer Notes

**CANADIAN STUDIES**

Incoming students who have taken transferable courses which do not receive assigned credit in Canadian Studies may apply to the Director of Canadian Studies to have such courses (1) count toward the major or minor or (2) exempt the student from lower division Canadian Studies courses. To qualify, the courses(s) must cover sufficient Canadian subject material.

**COMPUTING SCIENCE**

Normally not more than nine semester hours of Type 2 (unassigned) credit will be awarded in Computing Science. Students completing more than nine credits are advised to contact the School directly.

In addition, students who have taken non-transferable Computing Science courses at a community college should contact the School for the interview regarding appropriate placement.

Transfer credit will be given for no more than one of CMPT 101 and 102.

**CO-OPERATIVE EDUCATION**

Incoming students who have completed co-operative education terms at a B.C. College and who intend to pursue a Co-operative Education degree at SFU should:

1) contact the appropriate Co-op co-ordinator immediately upon entry to Simon Fraser; and

2) register for a minimum of 12 semester hours in their first study semester. Transfer students normally start with a study semester on campus. Forty-five to sixty semester hours (depending on the program) are required before beginning a work semester.

In some cases, transfer standing can be awarded for co-operative education terms completed through other institutions.

For further information, contact the Co-op Education Office at 291-3255.

**CONTEMPORARY ARTS**

A maximum of 30 semester hours of studio credit may be transferred to a Bachelor of Arts degree and a maximum of 36 semester hours of studio credit may be transferred to a Bachelor of Fine Arts degree.

Students wishing transfer credit for Fine and Performing Arts courses of a directed studies nature should contact the School for consideration on an individual basis, and should be prepared to provide a full course outline and examples of work completed.

The School assumes that students will begin their studies in Fall semester (September). Incoming students should contact the School no later than the previous January to enquire about the process by which entry to their program of choice must be sought. Transfer credit granted does not imply that program entry or advanced standing will be given.

**CRIMINOLOGY**

The School of Criminology at Simon Fraser limits entry to the upper division of its major/honors/minor programs, based on formal application to the School during the Fall or Spring semester for admission in January or September (no Summer admission to Criminology). Prospective applicants should consult the Calendar for complete information on Criminology programs, and are reminded that University entrance requirements must be met prior to consideration for admission to the School.

A student transferring from a community college that has articulated the first 60 semester hours of study in Criminology with the School will be considered on the basis of his or her SFU admission average. Currently, these colleges are Camosun College, College of New Caledonia, Douglas College, University College of the Fraser Valley, Malaspina University-College and Kwantlen University College. In addition to applying to the University, students from these colleges should submit a special supplementary application to the School of Criminology during their final college semester, i.e. apply to the School by May 15 during a Spring or Summer semester; during a Fall semester, apply by September 15. Application forms are available at these colleges.

**ECONOMICS**

The Department of Economics limits admission to its major, honors and minor programs (including joint honors and joint majors). Entry into these programs will be on the basis of a formal application made to the Department. To be considered for the major, honors, or minor programs, a student must have completed all lower division required courses with at least a "C-" grade.

Transfer students must be admitted to the University before applying for admission to the Department's major, honors or minor programs. Students who meet these requirements will be admitted to the program under a provisional status and will retain the provisional status until 15 credit hours have been completed at Simon Fraser. To continue, the CGPA for these 15 credit hours must equal or exceed the CGPA required for entrance to the program for non-transfer students.

### ENGLISH

Students with unassigned English credit for more than one creative writing course will receive GE (3) CREATIVE WRITING for subsequent courses.

A student who enters the University with 18 transfer credits in English will be deemed to have met the department's lower division requirements for a major in English provided those credits are transferable to any one of ENGL 101, 102, 103, 104, 105 or 199; some as any one of ENGL 204 or 205; and some as any one of ENGL 206, 207, 210, 212, 214 or 216. However, students may only use one of ENGL 199, 210 or a college or university writing course that SFU recognizes as a transferable English credit (e.g. ENGL (3) - Writing) towards the 18 credits. Students declaring a major in English and found deficient in the department's lower division requirements must make up the deficiency. Such make up normally shall be attempted before the student takes upper division courses in English, but the department may permit it to be attempted concurrently or to be deferred in order to avoid timetable conflicts or for other good cause.

### EXTENDED MINOR PROGRAM

Students wishing to prepare themselves in two subject areas and not desiring to undertake a major program may take an extended minor program consisting of the completion of two extended minors in the Bachelor of Arts degree. An extended minor consists of the lower division major requirements and the upper division minor requirements in a subject area. This program, oriented toward both depth and breadth, is particularly suitable for students preparing to teach in the BC school system.

No more than 8 upper division hours transferred from another institution may count toward an extended minor.

### HISTORY / FIRST NATIONS STUDIES

Students may receive credit for first course as HIST (3) and as FNST (3) for each subsequent course.

### LABORATORY SCIENCE COURSES

The British Columbia College of Teachers recognize certain courses that fulfil the laboratory science requirement for teaching certificates. In some cases, a course that transfers to SFU does not satisfy the requirement whereas the course, if taken at SFU, does satisfy the requirement. This is due to the differences in teaching method. Transfer students are specifically warned the B.C. Open University GEOG 110 and 111 do not fulfill BCCT's laboratory science requirement.

### LANGUAGE COURSES

Exemption from language courses usually will be determined by a placement test or other assessment procedure prior to registration. For further information on assessment consult individual language departments.

All students with prior knowledge of a language are required to consult the language department concerned for a placement prior to or upon registration. Native speakers or students who received their secondary education in a language taught at Simon Fraser University normally will not be admitted to courses in that language numbered 100 to 300 inclusive.

Total transfer and course challenge credit in basic language courses may not exceed the following limits:

**French language: 24 semester hours**

- pre-university level courses — 000 division courses — not more that 12 credits permitted for FREN 000 div.
- first year university courses — 100 division courses — not more that 12 credits permitted for FREN 100 and/or 200 div.
- second year university courses — 200 division courses — not more that 12 credits permitted for FREN 100 and/or 200 div.

German language: 11 semester hours
Russian language: 9 semester hours
Spanish language: 11 semester hours

Students interested in course challenge should contact the appropriate department.

**French Literature**
Total transfer credit for transfer courses from B.C. colleges may not exceed 6 semester hours.

**MATHEMATICS**

Credit is permitted for only one of SFU MATH 100 (3), 110 (3).

Credit is permitted for only one of SFU MATH 151 (3), 154 (3), 157 (3).

Credit is permitted for only one of SFU MATH 152 (3), 155 (3), 158 (3)

**PSYCHOLOGY**

No Letter of Permission credit (i.e. after admission to SFU) will be granted for SFU Psychology majors or honors students who wish to take courses which transfer as SFU PSYC 201 (3) or PSYC 210 (3).

**SOCIOLOGY AND ANTHROPOLOGY**

- Simon Fraser Sociology and Anthropology courses carry four semester hours credit, while college courses generally carry three. To facilitate entry into the program, the following exemptions will be granted to students transferring 60 credits:
- Completion of five Type 1 transfer courses in Sociology and Anthropology (15 credits) will be judged as satisfying the lower division Sociology and Anthropology requirement of five courses (20 credits), providing that program prerequisites have been fulfilled.
- Completion of four Type 1 transfer courses in Sociology and Anthropology (12 credits) will be judged as completion of four Sociology and Anthropology lower division courses (16 hours), providing that program prerequisites are being fulfilled. Such students will be required to take one additional lower division Sociology and Anthropology course at Simon Fraser University in order to complete lower division departmental requirements.
- Completion of three or fewer Type 1 transfer courses (nine credits or less) will warrant a department exemption of one credit per course.

**WOMEN'S STUDIES**

Incoming students who have taken transferable community college courses which do not receive Women's Studies transfer credit may petition, in writing, the Women's Studies Co-ordinating Committee to have such courses count toward the minor. They must include a copy of the course outline with their request. A significant proportion of the course work must concern women. Students may also petition the Committee to be exempted from Women's Studies 101 or 102 if they have covered the material in another Women's Studies course.

## For More Information

Admissions
Office of the Registrar
Simon Fraser University
Burnaby, BC V5A 1S6

Telephone: 604-291-3224
Email: undergraduate-admissions@sfu.ca
Web site: www.reg.sfu.ca

**Office of the Registrar:**
The Office is responsible for student recruitment, admission, secondary school and college liaison, registration, class scheduling, scholarships, financial aid and all aspects of undergraduate and graduate records.

**Admissions Advice:**
Advisers are available to answer questions about entrance to the University. Students should call ahead for an appointment at 604-291-3397.

**Academic Advising:**
New undergraduate students who require assistance in planning programs and clarifying academic goals, as well as advice on University rules, regulations, procedures, and on financial

assistance, should contact the Academic Resource Office. Normal hours of operation are from 9:30 am to 7:30 pm from Mondays to Thursdays, and from 9:30 am to 4:30 pm on Fridays. An appointment may be booked by calling 604-291-4356.

**Physically Challenged Students:**
Physically challenged students should call 604-291-4170 for information regarding available facilities and services.



F3

# ◆ Trinity Western University

## Transfer Policy

Transfer students must present the same application forms and transcripts as those applying for first year standing. In addition, an official transcript from each post-secondary school attended must be submitted. Applications should be submitted at least six weeks in advance of the semester applied for in order to facilitate thorough evaluation of transfer credits. Frequently, faculty members must be consulted to assist in the evaluation.

Transfer students with less than 27 semester hours of university level work must qualify for admission on the basis of both their high school and college records. A minimum grade average of C (2.00 GPA) is required on all work attempted at the college level. Those transferring with 27 semester hours or more of college work will be considered on the basis of their college grades (high school graduation transcript is still required).

The University reserves the right to accept only such courses as comply with the academic standards established by TWU and with the requirements for graduation.

The maximum number of hours accepted for transfer credit from various post-secondary institutions is 75. Individual maximums are as follows:

A. Universities and Community Colleges: a maximum of 75 semester hours. Transfer credit will be given for all acceptable courses with a minimum passing grade (D/P).

B. Institutes of technology and colleges of applied arts: courses are assessed on an individual basis to a maximum of 45 semester hours. A minimum letter grade of B- (or equivalent) is required.

Students will be able to transfer Trinity Western upper level courses taken at other institutions, subject to the following limits:

1. Courses in a student's MAJOR field: 24 to 27 upper level semester hours are required; at least 12 of these must be taken at Trinity Western University.
2. Courses in student's field of CONCENTRATION: 12 upper level semester hours are required; at least 6 of these must be taken at Trinity Western University.
3. Courses in student's MINOR field: 9 to 12 upper level semester hours are required; at least 6 of these must be taken at TWU.
4. Courses outside of major, minor or field of concentration: No limit to the transferability of appropriate upper level courses for elective credit, subject to the policies in (I) residency and (II) limits in major, concentration or minor fields.

Notwithstanding the above, no Trinity Western University baccalaureate degree can be earned in a major (or general degree in minors) which the University does not offer.

A student may not declare a major, concentration, or a minor in any field not offered as such by the University, e.g., Engineering.

Students who have transferred to Trinity Western University from other post-secondary institutions may be eligible for adjustment in the core requirements.

**EDUCATION**

Students who wish to complete a B.Ed. must complete three screening courses (EDUC 200, 203, and 211) prior to formal admission to the program. These courses are normally completed in second year. Transfer students may be admitted directly into the program if they are awarded at least 57 hours of credit, they have a minimum C+ grade in two first year English courses (6 hrs), and they have a cumulative 2.7 grade point average (or equivalent) in all attempted college coursework. These students must then complete EDUC 200, 203, and 211 in their first year of studies at Trinity Western.

**NURSING**

Admission to the four year B.Sc.N. program requires high school graduation with a minimum B- (73%) average in four academic subjects including English. Biology 12, Chemistry 12 and Math 11 are required. Trinity Western will grant credit for all appropriate post-secondary courses; however the normal length of time to complete the program will still be four years. Students who have completed Nursing training at university or college will have their Nursing courses assessed on an individual basis for possible advanced standing and credit. Students must complete all required Biology and Nursing with a minimum grade of C. Students who have completed equivalent courses at a lower grade are eligible to receive general elective credit. The student must repeat the course with the minimum grade in order to fulfill the program requirements. Check with the Admissions Office for application deadlines.

**BUSINESS**

Students must complete all required Business courses, CMPT 120, MATH 120, ENGL 101, 103, 104 (2 of 3) and ECON 201/201 with a minimum grade of C-. Students who have completed equivalent courses at a lower grade are eligible to receive general elective credit. The student must repeat the course with the minimum grade in order to fulfill the program requirements.

**ADVANCED PLACEMENT**

Trinity Western University will grant high school graduates for up to three Advanced Placement courses in which a minimum grade of 4 (on a scale of 1-5 with 5 the highest) has been achieved. Advanced Placement exam results must be submitted.

**INTERNATIONAL BACCALAUREATE**

Trinity Western University will grant advanced credit for higher level International Baccalaureate courses earning a minimum grade of 4. Subsidiary level courses may be the basis for advanced standing recognition subject to the approval of the faculty assistant dean concerned. IB transcript must be submitted.

## Adjustment to Core Requirements

Trinity Western offers all of its degree programs within a liberal arts framework. In order to provide students with a broad knowledge base and exposure to other areas of academia, all students are required to complete some coursework in Fine Arts, Natural Sciences, Social Sciences, Humanities, Physical Education, Interdisciplinary Studies, and Religious Studies. Many of these requirements can be fulfilled by university-transfer courses completed at a college. The standard core requirements are listed in the academic calendar, however there may be some differences from program to program.

For students who are awarded less than 42 semester hours of credit, there is no change to the core requirements. Those with at least 42 semester hours are waived from IDIS 102. Those who are awarded a minimum of 57 semester hours are exempt from completing a Philosophy, a lab science, PHED 190, a History, and must complete 6 semester hours of Religious Studies (RELS 101/102). Students should note that these adjustments are based on the number of hours as awarded by Trinity Western and not the number of hours completed at college or university. Please consult the university's academic calendar for details.

## For More Information

Admissions Office
Trinity Western University
7600 Glover Road
Langley, BC V2Y 1Y1

Telephone: 604-513-2019

Facsimile: 604-513-2064
E-Mail: admissions@twu.ca
Web site: http://www.twu.ca

# The University of British Columbia

## Transfer Notes

### TRANSFER POLICY

Due to limited enrolment in most faculties and schools, applicants should be aware that meeting the minimum academic standing does not guarantee admission.

The application deadline for most programs is March 31, 2003, and the document deadline for most programs is June 30, 2003.

A student who has completed courses on a university transfer program at a college may be considered for admission to UBC with advance credit for up to 60 semester hours (60 UBC credits) under the following conditions:

### GENERAL ADMISSION REQUIREMENT

The minimum standing required for admission to the University is a "C" average (60% where 50% is a passing grade), or grade point average of 2.0 (calculated on a 4-point scale: A+=4.33, A=4.0, A-=3.67, B+=3.33, B=3, B-=2.67, C+=2.33, C=2, C-=1.67, D+=1.33, D=1, D-=0.67, F=0). Applicants presenting less than 24 credits are evaluated on the basis of both final secondary school grades and the partial post-secondary studies completed. Unless otherwise prescribed by the program to which admission is sought, academic standing is based on the average on all college or university courses attempted, including failures and repeated courses. In the case of applicants with more than 60 credits of prior study, the admission average is calculated on the basis of the most recently completed 60 credits.

Because of enrolment limitations, most programs require a higher average for admission than the University minimum, and may require a minimum standing in specified courses. Applicants should consult the relevant part in the Calendar for a statement of admission requirements for the program to which they seek admission. To be eligible for second year, applicants must normally have successfully completed 30 credits, and satisfied all promotion requirements for advancement to that year. Applicants to third year must have successfully completed 54 to 60 credits, and satisfied all promotion requirements for advancement to that year.

### ADVANCED CREDIT OR PLACEMENT

Advanced placement, and in many cases advanced credit, may be given in appropriate secondary school subjects where high academic achievement has been attained. This provision applies particularly to the Advanced Placement, International Baccalaureate (Higher Level), and General Certificate of Education (Advanced Level) programs. Please refer to the IB and AP tables in the Online Transfer Guide.

### INTERNATIONAL STUDENTS

The University of British Columbia welcomes applications for admission from international students. International applicants may address their inquiries to the International Student Reception Office, The University of British Columbia, 1036 - 1874 East Mall, Vancouver, BC, Canada, V6T 1Z1. Telephone: (604) 822-8999; Fax: (604) 822-9888; Email: international.reception@ubc.ca

### ENGLISH LANGUAGE ADMISSION STANDARD

As English is the medium of instruction at the University of British Columbia all applicants, regardless of country of origin or of citizenship status, will be required to demonstrate

competence in the English language prior to admission. Competence is expected in all four of the following skills: listening, reading, speaking, and writing. For detailed information, please visit our web site at www.students.ubc.ca/welcome/apply/english.cfm

## Transfer Credit

The University of British Columbia normally accepts as eligible for transfer credit all courses successfully completed at recognized colleges and universities, if a satisfactory grade has been achieved, and where appropriate, will credit such courses toward satisfying requirements of the program to which the applicant is admitted.

Courses successfully completed at recognized colleges in British Columbia and Yukon are granted transfer credit in accordance with agreed-upon equivalencies published in the Online Transfer Guide. Courses completed at recognized universities and university colleges in British Columbia are likewise granted credit on the basis of established equivalencies.

Courses successfully completed at colleges and universities outside British Columbia and Yukon will be assessed for transfer credit on a course-by-course basis. Students applying for transfer credit may be required to supply a copy of the current calendar of the college or university at which they have previously studied in order that an assessment can be made.

### MAXIMUM ALLOWABLE TRANSFER CREDIT

In general, transfer credit is limited to the first two years of an undergraduate degree program, but credit at a more senior level is possible with the approval of the faculty concerned. No more than 60 credits of transfer credit, or 50 per cent of required program credits, are allowed in any program, and in some programs the maximum may be less.

### UNASSIGNED CREDIT

Unassigned credit may be granted where a course-to-course equivalence cannot be established. This credit may be used as elective credit. Elective credit may be either in a particular discipline, e.g. "Economics (3) credits", or in a faculty, e.g. "Arts (6) credits". Students should be cautioned that there may be specific faculty requirements, as well as specific program requirements which unassigned credit may not satisfy.

### UPPER-LEVEL COURSES

Normally transfer credit will be granted only for the equivalent first- and second-year UBC courses. Where, however, the college course(s) taken is sufficiently similar to a third- or fourth-year UBC course, unassigned credit will be awarded at first- or second-year level with the notation that further credit for the specific UBC course is precluded.

### PRECLUSION OF CREDIT

Where a student is granted unassigned credit on transfer, the student will not also receive degree credit if a similar UBC course is taken subsequently. This applies in cases where the student has taken one half of a six-credit UBC course and where the college course is similar to a third- or fourth-year UBC course. In the tables this is normally clarified with the statement: precludes credit for ... The name of the course refers to the UBC course unless otherwise stated.

### CREDIT EARNED VIA PRIOR LEARNING ASSESSMENT or CHALLENGE

Credits earned via prior learning assessment (PLA), challenge credit, or the equivalent, at another recognized post-secondary institution are acceptable at UBC, provided that the course to which those credits apply is recognized by the University as suitable for transfer credit. The University accepts only PLA credits which are assigned to specific courses.

#### APPEALING FOR ADDITIONAL CREDIT

Students who feel an error has been made in the credit granted on transfer should first make a written request to the Registrar's Office for a review of credit granted on transfer. If they are not satisfied with the review decision they should consult the dean's office of the faculty to which they have been admitted.

#### FORMER UBC STUDENTS

Students who are repeating first or second year studies at a college after failing at UBC should consult the University Calendar to ensure that they meet re-admission requirements for the faculty/school concerned.

#### LETTER OF PERMISSION FOR UBC STUDENTS

After the start of the first session to which a student has been admitted any student who is eligible to continue studies and who intends to complete a UBC degree may obtain transfer credit from another institution only if prior permission has been obtained from the faculty in which the student is enrolled.

#### AN EQUATION OF COLLEGE AND UBC COURSES

The Online Transfer Guide compares courses at the various colleges with courses offered at UBC.

The courses listed are taken from the academic offerings of the colleges. These courses are in general intended to serve as a basis for further studies at a post-college level. Courses offered by the colleges in vocationally oriented programs are not intended to prepare students for transfer to universities and are, therefore, not listed in the Online Transfer Guide.

**Where two college courses are equated to a six credit course at UBC, unless otherwise stated, each component will be granted three credits under the same subject title.**

In some disciplines, such as art, music, theatre, it is impossible to provide an exact matching of college and university courses. In these situations the college courses are accepted on transfer in the category of elective credit in the particular discipline. A student, continuing study in the discipline concerned, should have a University study program worked out with a faculty adviser to make the best use of previous studies in terms of the subject-matter requirements of the University program.

College students who anticipate transferring to an honours program at the University must submit a letter of recommendation from the college with the application for the honours course to the head of the department concerned. Permission of the head of the department is required before a student can enrol in an honours program.

## Faculty/School

#### SPECIFIC UBC PROGRAM REQUIREMENTS

Specific requirements for each faculty are outlined in the appropriate sections of the UBC Calendar at www.students.ubc.ca

Where alternative college courses transfer into the same UBC course, certain faculties may require a specific combination. Students should check with the faculty adviser of the faculty concerned.

#### LANGUAGE PROFICIENCY INDEX (LPI) REQUIREMENT FOR FIRST-YEAR ENGLISH

All programs require at least three credits of first-year English; most require six credits. Before enrolling in any first-year English course, Arts One, or Science One, students must complete the Language Proficiency Index (LPI) and achieve a minimum score of level 5 (30/40) on the essay section of the examination.

**Exemptions:**

Students in the following categories are exempt from the LPI requirement; all other students must complete the LPI:

- those with a final grade (school mark plus government exam mark) of 80% in BC English 12 or B.C. English Literature 12;
- those with a grade of "A" (80%) in Grade 12 English (senior year) in a Canadian

secondary school outside of B.C. (final grade of "A", 80%, in OAC English Language and Literature or Studies in Literature for Ontario applicants);

- those with a grade of 4 or better in the Advanced Placement course in literature and composition and those with a grade of 5 or better in the higher level International Baccalaureate course in English Literature;
- those who passed UBC's English Composition Test (ECT) prior to September 1992;
- those who have completed six credits of first-year English or the equivalent, acceptable for transfer to UBC.

For further information about the LPI, visit the LPI home page at www.lpi.ubc.ca or contact the LPI office, Room 6, 2125 Main Mall, University of British Columbia, Vancouver, BC, V6T 1Z4; telephone (604) 822-4146; fax (604) 822-9144. For further information about eligibility for first-year English courses, contact the English Department; telephone (604) 822-4247 or (604) 822-5651.

**The following information pertains to specific program regulations regarding course transfer. Information on all UBC programs and faculties can be found on the UBC web site at www.students.ubc.ca**

**APPLIED SCIENCE - Engineering Transfer Programs**

The following colleges offer first year Engineering transfer programs for students wishing to continue in Engineering at UBC: Capilano College, University College of the Cariboo, University College of the Fraser Valley, Kwantlen University College, Langara College, Malaspina University-College, College of New Caledonia, Selkirk College.

Students who have completed first year Engineering at a college offering a UBC transfer program are eligible to be considered for admission to second year Engineering provided that they have obtained an overall grade point average of at least 2.5.

For detailed information on these programs, students should consult their college advisers.

**COMMERCE COURSES**

Unassigned transfer credit for Commerce courses must have a corresponding exemption granted (i.e. COMM (3) 2nd, Exempt COMM 396) in order to be acceptable for credit towards the B.Com. degree.

**ECONOMICS**

No more than six UBC credits towards an undergraduate degree may be obtained from college courses in Economics that do not have Principles of Economics as a prerequisite. This limit applies to all such courses taken at any college.

**FINE ARTS**

The maximum Studio Art transfer credit for a student who has completed one year will be six credits for Fine Arts 181. A student who does not intend to pursue the B.F.A. or the B.A. program in Studio Arts and who has completed second year may be allowed a further 12 credits in studio art courses based solely upon equivalents listed in the Online Transfer Guide.

**PSYCHOLOGY**

The maximum number of transfer credits permitted in Psychology, on admission to UBC, is 18.

**FACULTY OF SCIENCE**

All transfer applicants must present credit for MATH 100 (or equivalent) in order to be considered for admission.

**B.C. INSTITUTE OF TECHNOLOGY**

Although it is not an objective of BCIT to prepare its students for transfer to a university, transfers are possible in many instances. The amount of credit on transfer depends upon the studies taken at BCIT as they relate to the studies contemplated at university. Because of the uncertainties of transfer each applicant is dealt with

on an individual basis. Consideration will be given to applicants from BCIT provided they have acceptable standing.

## For More Information

Undergraduate Admissions, Enrolment Services
The University of British Columbia
Brock Hall, 1874 East Mall
Vancouver, BC V6T 1Z1

Telephone: (604) 822-3014

Fax: (604) 822-3599
Web site: www.students.ubc.ca
Email: student.information@ubc.ca

UNIVERSITY COLLEGE of the FRASER VALLEY

# ◆ University College of the Fraser Valley

## Program Application and Transfer Credit Procedures

The UCFV Calendar lists entrance requirements and application dates for each program. Students planning to begin courses in 2002 follow the entrance requirements and application dates outlined in the 2001-02 calendar. There is a $15 application fee.

Students applying to university degree programs will have all post-secondary documents assessed for transferable courses as part of the admission process. It is generally not possible to be admitted directly to a degree program from high school, although the Bachelor of Business Administration in Aviation and Bachelor of Science in Nursing are exceptions. Students first complete post-secondary courses, and in some cases a diploma program.

Students entering non-degree programs who plan to complete a credential at UCFV or who have completed prerequisite courses elsewhere, should submit the Application for Transfer Credit form along with an official, sealed transcript in order to have transfer credit evaluated.

## Transfer Credit Regulations and Limits

In general, only courses with a grade of P or better are transferred to UCFV. Transfer credit is not used in calculating a student's UCFV cumulative grade point average. Transfer of courses toward one program at UCFV does not guarantee that they will be recognized in the same way by another program. All policies pertaining to transfer credit are currently under review.

**CERTIFICATES AND DIPLOMAS:**

50-75% of the program must be completed at UCFV. Consult the UCFV Calendar for details.

**DEGREES:**

- Bachelor of Arts (majors, extended minors): 60 credits may be transferred. A minimum of 30 upper level credits must be completed at UCFV.
- Bachelor of Arts in Adult Education: Up to 90 credits may be earned through transfer credit, challenge credit, and portfolio assessment.
- Bachelor of Arts in Child and Youth Care: Up to 90 credits may be transferred. A minimum of 12 upper level credits must be completed at UCFV. Upon admission to the program, a further 15 credits in CYC courses may be transferred with permission.
- Bachelor of Arts (Criminal Justice): 90 credits may be transferred. A minimum of 30 upper level credits must be completed at UCFV.
- Bachelor of Business Administration: Up to 90 credits may be transferred. At least 10 of the upper level courses (300-499) must be completed at UCFV. A minimum grade of C is required to receive credit.
- Bachelor of Business Administration (Aviation): Students can transfer up to 75% of the credits. A minimum of 34 credits, including seven upper level business and eight 400-level aviation courses, must be taken at UCFV. A minimum grade of C is required for each course in the program.
- Bachelor of Computer Information Systems: 60 credits may be transferred. At least

30 upper level credits must be completed at UCFV.

- Bachelor of General Studies: Up to 90 credits may be transferred.
- Bachelor of Kinesiology: Up to 90 credits may be transferred.
- Bachelor of Science (majors, or double minors): Up to 90 credits may be transferred. At least 50% of the upper level credits in each major or minor must be completed at UCFV.
- Bachelor of Science in Nursing: Up to 60 credits may be transferred. A minimum grade of C is required to receive credit.
- Bachelor of Social Work: 60 credits may be transferred. A minimum of 30 upper level credits must be completed at UCFV.

**RESTRICTIONS BY DISCIPLINE**

***Computing Science and Computer Information Systems:***

Requests for transfer of computing-intensive courses taken more than five years ago will be considered on an individual basis.

***Business Administration:***

Courses in Business Administration that were taken more than 10 years ago will be considered on an individual basis.

Some courses at UCFV are listed under more than one discipline. In other cases, two or more courses are similar and credit cannot be granted for both. The UCFV Calendar description indicates when both of two courses cannot be used for credit. Individual course listings should be checked in the 2002-03 UCFV Calendar for details that would affect transferability.

**DEGREE PROGRAMS**

The admission grade point average is calculated on all courses that are transferable to the program for which you are applying. If you are using the Online Transfer Guide to determine transferable courses toward a UCFV degree, you should check the "Receiving Institution" and "Transfer Credit" columns and confirm the courses are transferable to UCFV and that the UCFV equivalent course is applicable to the degree. For assistance, consult a UCFV educational advisor.

## For More Information

Registrar's Office
University College of the Fraser Valley
33844 King Road
Abbotsford, B.C. V2S 7M9

Telephone: 604-504-7441

Web site: www.ucfv.bc.ca

# ◆ University of Northern British Columbia

## Admission Requirements:

The minimum grade point average required for admission as a transfer student to UNBC is 2.0 (C). This is calculated using a student's complete post-secondary academic record. Admission is to the University. All undergraduate students are required to declare a program of study by the end of the semester in which they will complete 30 credit hours of academic work. A student who transfers into the University with 30 or more credit hours of academic work must declare a program in the first semester in which he/she registers.

Please note: admission to a particular program may be limited, and based upon a number of criteria. Students should be aware that acceptance to any program may be based upon competition.

## AP and IB Courses:

The University of Northern British Columbia recognizes the academic strength of the Advanced Placement and International Baccalaureate programs offered at many schools. Students who have taken AP courses may have transfer credit awarded if scores of 4 or better have been achieved.

Students pursuing Higher Level IB courses on an individual basis (certificate) may have their course work recognized for credit with a grade of 4 or higher; Subsidiary Level IB courses completed on an individual basis are not eligible for transfer credit. Students who have received an IB Diploma may be eligible to receive up to 30 credit hours of transfer credit. Diploma students must have an overall standing of 4, with no course below the grade of 3. Students must also present a minimum of 3 Higher Level and 3 Subsidiary Level subjects in order to be eligible for transfer credit consideration.

## English Requirement:

English is the primary language of instruction and communications at UNBC. Consequently, it is expected that an applicant should be able to demonstrate an acceptable level of proficiency in the use of English to receive and participate in classroom instruction and discussion as well as complete written assignments.

Applicants whose first language is not English, regardless of citizenship or country of origin, must submit evidence of English language proficiency prior to admission. Acceptable evidence of English language proficiency may be any one of the following:

1. TOEFL (Test of English as a Foreign Language) score of at least 570 in paper-based test and at least 230 in computer-based test. UNBC's institutional TOEFL code is 0320.
2. IELTS (International English Language Testing System) score of at least 6.5 in the Academic Reading and Writing Modules.
3. LPI (Language Placement Index) score of at least 5.
4. A grade of 75 percent (B) or better in English 12 from the BC secondary system.

## Block Transfer Arrangements:

Currently, there are block transfer arrangements in place for students pursuing Business Administration, Natural Resource Management or Environmental Studies, Nursing and Social Work degrees. Students should contact the Registrar's Office for more details regarding transfer with a diploma into one of these program areas.

***Note:***
Transfer credit for articulated courses is awarded at the point of admission. Upon declaration of a major in a related degree program, students may be awarded additional block credit.

## Other Information:

Up to a maximum of 90 credit hours of transfer credit from a recognized credential granting institution are possible upon transfer to UNBC.

Credit will not be awarded to students who have achieved below the grade of D on any course.

There are four types of transfer credit that may be awarded:

- specific equivalence (e.g.: Douglas College BUSN 432 = UNBC MATH 242-3)
- discipline equivalence (e.g.: Kwantlen College ANTH 230 = UNBC ANTH 2XX)
- area equivalence (e.g.: Northern Lights College CRIM 101 = UNBC social science 1XX)
- unspecified equivalence (UNSP)

Students are strongly encouraged to seek academic advising regarding their transfer credit applicability to a degree program.

## For More Information:

Office of the Registrar
University of Northern British Columbia
3333 University Way
Prince George, BC
V2N 4Z9

Telephone: (250) 960-6300

Facsimile: (250) 960-6330
E-Mail: registrar-info@unbc.ca
Web site: www.unbc.ca

# ◆ University of Victoria

**www.uvic.ca**

All College, lower level University College & lower level B.C. Open University course work is subject to the BCCAT Articulation Agreement. All lower level courses and upper level university college courses receiving lower level courses which have been evaluated are included in the Online Transfer Guide. UVic credit may not be assessed retroactively for courses not appearing in the Online Transfer Guide. Inquiries about current courses which are not shown should be directed to the appropriate college. Please refer in the Online Transfer Guide, to the year in which the course was taken.

UVic normally accepts for transfer credit, successfully completed upper level courses taken at recognized B.C. universities, including University Colleges & B.C. Open University. Where appropriate, credit for such courses may be used toward satisfying requirements of the program to which the applicant is admitted. UVic does not publish upper level equivalencies. Inquiries regarding transfer from upper level course work should be directed to Undergraduate Admissions.

NOTE: The University College & B.C. Open University courses contained in the Online Transfer Guide do not represent an inclusive list of all upper level courses which receive transfer credit at UVic. An entry indicating "Individual Assessment" indicates specific credit will need to be evaluated by UVic as part of the admission process.

## Applying for Admission

If you have access to a computer, you are encouraged to submit your application via the Internet. You access the Post-Secondary Application Service (PASBC) web site (www.pas.bc.ca) to apply to UVic this way.

The application for admission form is normally also available from Undergraduate Admissions at the University. Complete the application form as instructed and return it with the application fee to Undergraduate Admissions by the deadline date listed on the form or in the Calendar for your particular Faculty/Program.

When your application form and all required documents are received, your file will be evaluated to determine, first, if you are admissible and second, if transfer credit for the post-secondary work you have completed is to be awarded. In cases where academic departments must be contacted, the decision time may vary.

## General Admission Information for all Applicants

The University does not guarantee that students who meet the minimum requirements will be admitted to any faculty, program or course. In cases where the number of qualified applicants exceeds the number that can be accommodated, the University reserves the right to set enrolment limits in a faculty or program and to establish admission criteria beyond the minimum requirements published.

Certain programs have additional admission criteria and require supplementary application materials. If you are choosing one of the following areas, you must contact the specific Faculty or Department prior to application:

Business, Child and Youth Care, Diploma programs, Education, Engineering, Health

Information Science, Kinesiology, Leisure Services Administration, Music, Nursing, Physical Education, Social Work, Theatre, Visual Arts, and Writing.

## Undergraduate English Requirement

All undergraduate students, including diploma, certificate and unclassified students, must complete 1.5 units of first-year English. Students who can show equivalent proficiency in English may be exempt from this requirement.

Exemptions from the English Requirement

Students who meet any of the following criteria are exempt from the English requirement:

- a score of 86% or higher on any provincial Grade 12 English examination or in OAC (Ontario) English within the three years prior to admission
- a score of Level 6 on the Language Proficiency Index (LPI)
- a score of 4 or higher (out of 5) on the Advanced Placement Exam in English Language and Composition.
- 1.5 or more units of transfer credit for university level English courses
- admission on a Letter of Permission

**DEADLINE FOR COMPLETING THE ENGLISH REQUIREMENT**

Students who are NOT exempt from the English requirement must register in 1.5 units of English before completing 30 units of credit. Students who fail to complete the requirement before completing 30 units of credit must meet the requirement in the next session they attend. Students who fail to do so will not be permitted to re-register.

**TRANSFER STUDENTS**

Transfer and block-transfer students should consult their academic advisers for information about their deadline for completing the English requirement.

## Transfer Credit

You might encounter a difference between the value of the courses at the college and the value assigned to the courses at UVic. The colleges generally state the value of their courses in semester or credit hours; three credit hours is the usual value of a course which lasts one semester. At UVic, which is not on a semester system, the value of courses is given in units.

- 6 semester (credit) hours = 3 UVic units
- 3 semester (credit) hours = 1.5 UVic units

The unit value of a course is the number given inside the parentheses in the list of equivalents, i.e. HIST 101 & 102 = UVic HIST 130 (3).

Transfer credit from the colleges is normally limited to 30 units (60 semester (credit) hours). The applicability of credit to the degree program chosen is determined by the Faculty/School Advising Centre concerned.

There are three ways in which course equivalents can be assigned:

**CASE 1:**

Whenever possible, a college course is given credit for a specific UVic course.

Example:

College Course: HIST 101 & HIST 102

UVic Equivalent: UVic HIST 130 (3)

In this example, a student who has completed both History 101 and 102 at a college will receive credit for UVic's History 130, 3 units. If the student only completes History 101 at the college, that student will receive partial credit - UVic Hist 130 p.c. (1.5) units.

If the 3-unit course is a prerequisite for further study, the granting of partial credit will not necessarily give access to the higher level courses. If you are planning to take higher level courses in the subject area, both semesters should be taken so that the 3-unit prerequisite can be satisfied.

**CASE 2:**

If there is no UVic course which is precisely equivalent to the college course, UVic often awards level credit.

Example:

College Course: CHEM 110

UVic Equivalent: CHEM (1.5) 100 lvl

Level equivalents can be used as electives and may (upon application to the academic department concerned) also satisfy certain course prerequisites.

**CASE 3:**

Occasionally, both a specific course equivalent and level credit are listed.

Example:

College Course: PHIL 101

UVic Equivalent: UVic PHIL (1.5) 100 lvl; PHIL 101 & PHIL 102 = UVic PHIL 100 (3)

This indicates that if only the college level Philosophy 101 is completed, the student will be given level credit (i.e. PHIL (1.5) 100 lvl) rather than partial credit as in Case 1. If a student completes both Philosophy 101 and 102 at the college, UVic's Philosophy 100, 3 units, will be awarded.

Some courses are listed with the equivalent "Under review". The latest information on these courses is available at your college or from Undergraduate Admissions.

Close attention should be paid to any notes which are given below an equivalent in the transfer guide.

## Applicants with an Associate of Arts or Science Degree from a B.C. Post-Secondary Institution

Applicants who have been granted an Associate of Arts or Associate of Science degree from a recognized BC post-secondary institution will be granted 30 units of transfer credit if admitted to a degree program. Note that students receiving 30 units of transfer credit for completion of the associate degree are still obliged to fulfill all prerequisites in the degree program to which they are admitted.

## Applicants with International Baccalaureate Credits

Applicants who have completed an International Baccalaureate Diploma are normally eligible for 15 units of transfer credit. The diploma must contain at least three subjects at the Higher Level and three subjects at the Standard Level. Subjects completed with a score less than 4* are not eligible for transfer credit.

Applicants who have completed Higher Level subjects without completing the full diploma are eligible for 3 units of transfer credit for each Higher Level subject completed with a grade of at least 4*. Individual Standard Level subjects are not eligible for transfer credit.

*Some subjects require a higher grade; refer to the Online Transfer Guide for further information.

## Applicants with College Board Advanced Placement Credits

Applicants who have passed the Advanced Placement examination in 1989 or later in selected subjects, with a grade of 4 or 5, will receive transfer credit. Refer to the Online Transfer Guide for further information.

Applicants who pass the AP examination with a grade of 3 will be granted advanced placement but not transfer credit. Applicants should consult with the department concerned for course advice.

## Course Planning

Details of academic departmental requirements can be found in the calendar published by the University. (www.uvic.ca/calendar)

You are strongly encouraged to consult an academic advisor at the college when selecting your

courses there, and also when selecting your courses after being admitted to UVic. This will ensure that you are planning to undertake all required courses and are choosing acceptable electives.

## Faculties of Humanities, Science, and Social Sciences

In order to be considered for transfer admission to the Faculty of Humanities or the Faculty of Social Sciences, applicants require successful completion of at least 12 units of transferable courses with a minimum overall average equivalent to C at UVic; the average is calculated from the grades for the most recent 12 units of university-level courses taken and includes repeated and failed courses.

In order to be considered for transfer admission to the Faculty of Science, applicants require successful completion of at least 12 units of transferable courses with a minimum overall average equivalent to C at UVic; the average is calculated from the grades for the most recent 12 units of university-level courses taken and includes repeated and failed courses, and either:

a) have been eligible for admission to the Faculty of Science from Secondary School, or

b) be eligible for transfer credit for at least 9 units of Science courses including credit for at least 3 units of Mathematics selected from Math 100, 101, 102, 151.

Applicants with less than 12 transferable units must have a minimum GPA of C on any post-secondary record, and meet the prevailing requirements for admission to Year 1.

## Faculty of Business

Students transferring from a British Columbia community college must present a minimum of the equivalent of 30 units of university level course work. Specific required courses are: English (University English Requirement): ECON 103 and ECON 104: MATH 102 and MATH 151 (or Math 100 and 151), STAT 252, Computer Literacy and additional non-business electives.

Entry to the Bachelor of Commerce program is at the third year level and is limited by quota on the basis of academic merit and qualitative considerations (see program application). Therefore, completion of the required course and elective course requirements does not guarantee admission to the program. Students are advised entry to the qualifying courses and elective courses requires admission to the Faculty of Humanities or Social Sciences and is subject to possible enrolment limits.

Students who have completed at least two required courses and elective courses equivalent to 12 units of university level course work may apply for pre-admission to the B.Com program. Students must maintain a "B+" average in their most recent 12 units of required courses and elective courses to be considered for pre-admission.

Students who have completed commerce courses at a B.C. community college should be aware that they will not be granted advanced standing beyond receiving credit for the commerce courses listed in the B.C. Transfer Guide. Students are advised that a maximum of 4.5 units of commerce courses may be used as part of the 30 units of pre-Commerce courses.

Students interested in the International Business area of concentration or are interested in the INTEP Exchange Program, are advised to include 3.0 units of second language training as early as possible among their courses. International visa students and graduates of Hospitality Management diploma programs should consult the Faculty of Business section of the UVic Calendar for admission requirements.

Applicants for entry into the qualifying years should apply to Undergraduate Admissions for admission consideration to the Faculty of Humanities or Faculty of Social Sciences.

## Faculty of Education

The specific admission requirements for individual programs are given under each program's description.

The general requirements for admission to the Faculty of Education are:

1. at least 12 units of credit, including 3 units of English
2. a sessional grade point average of at least 3.00 (UVic) on the most recent session, and if that session is less than 12 units, a grade point average of at least 3.00 (UVic) on the most recent 12 units.
3. an admission interview (see below)

**ADMISSION INTERVIEW REQUIREMENT:**

Individual interviews may be required as deemed appropriate by the Faculty. The professional judgment of the Professional Conduct and Suitability Committee (PCSC) will be deemed sufficient grounds for recommending the acceptance or rejection of an application. A candidate who is not recommended for admission this Committee may appeal to the Dean of Education.

## Faculty of Engineering

**TRANSFER APPLICANTS - BACHELOR OF ENGINEERING**

***Applicants Transferring from First-Year Science***

Applicants who have completed first-year Science at a university or college are eligible to be considered for admission. Applicants will be evaluated on a course-by-course and student-by-student basis. Applicants in this category should normally have taken at least 12 units of courses which transfer as CSC 110, MATH 100 and 101, PHYS 120 or 112, ENGL 115 or 135 or another first-year English course, and 4.5 units of other electives.

The following courses are recommended as electives: CSC 115, CHEM 101 and 102, MATH 233A and a technical writing course. Students admitted with less than 15 units of credit that are applicable to the program may be required to take courses during work term W2 and complete this missing work term after term 4B.

***Applicants Transferring from a Two-Year Diploma Program***

Students with two-year diplomas in Electronics or Mechanical Technology will be admitted to the third year of a BEng program on successful completion of the six-month Engineering Bridge Program offered through Camosun College. Acceptance into the Bridge and BEng Programs is decided on an individual basis and must be obtained from the Faculty of Engineering before registration in any of the Bridge courses or senior-level courses will be approved.

***Transfers - Bachelor of Science - Computer Science***

To be eligible for admission to a BSc program in the Faculty of Engineering on the basis of work completed at a college or another university, a student must be eligible for transfer credit for at least 12 units of courses and have at least a 60% average on their most recent work. The student must also have been eligible for admission to the Faculty of Engineering had they applied to the University directly from secondary school or have completed courses while registered in another college or university which are equivalent to CSC 110 and MATH 100.

## Faculty of Fine Arts

**HISTORY IN ART, SCHOOL OF MUSIC, THEATRE, VISUAL ARTS, WRITING**

Information: www.finearts.uvic.ca

## Faculty of Human and Social Development

**SCHOOL OF CHILD AND YOUTH CARE**

Students are selected on the basis of personal and professional suitability as well as academic standing. An interview is normally required as part of the application process. Paid or volunteer

experience with children and/or youth is considered in the admission decision. Application information and forms are available on the SCYC web site: http://www.uvic.ca/cyc

**On Campus Admission**

Students are eligible to apply to the School of Child and Youth Care (SCYC) upon completion of a minimum of 12 units of university credit or its recognized equivalent (e.g. college transfer credit). Three of those units must be English at the 100 level, completed with a grade of C+.

**Distance Education Admission**

Entrance to the distance education stream is based on completion of CYC 200A, 200B, 252, 201 and 3 units of 100-level, university-transfer English, with a minimum grade of 3.0 (C+) in each course.

These courses can be completed through either the Open University or UVic.

Upon completion of these courses, all distance students can apply for admission to SCYC program. Non-UVic students must apply to both UVic Undergraduate Admissions and the SCYC for entry to the SCYC program.

Applicants applying to the School of Child and Youth Care who have completed an approved Human Service Certificate or Diploma Program with at least a "B" average or equivalent, may be eligible to receive block credit to be used towards the degree program.

Although the block credit may be used to meet the 12.0 unit minimum required for admission to the School of Child and Youth Care, the official granting of this credit is dependent upon final acceptance into the School of Child and Youth Care. Fifteen (15.0) units of credit will be considered for a completed one-year Certificate Program. Thirty (30.0) units of credit will be considered for a completed two-year Diploma Program. Block credit may replace some or all of the specific transfer credit.

## School of Health Information Science

Transfer applicants to Health Information Science must:

- meet the Year 1 requirements for admission to Health Information Science directly from secondary school, or
- have transfer credit for at least 12 units of courses including specific transfer credit for CSC 110 and MATH 100 with a minimum overall average of B-.

## School of Social Work

Admission to the BSW program requires:

1. completion of a minimum of the first two years (30 units) of an undergraduate program at UVic, with an overall average of at least 3.5 (on the UVic 9.0 point scale) or better, or the equivalent at another university or community college on the last 12 units of university-transfer course work.
2. within the required 30 units, completion of SOCW 200A and SOCW 200B or their equivalents, prior to or in the Winter term in which students apply.

Students are also required to meet UVic's English Requirement for Undergraduates.

The number of applicants admitted will depend on the resources available to the School and the number of qualified applicants. An initial screening for admission will be based on grades, an Experience Summary and a Personal Statement. Applicants selected through this initial screening process may be interviewed as a final selection process.

As an alternative to on-campus studies, admitted students can also take nearly all of their BSW program through distance education (available across Canada). However, SOCW 300 includes a mandatory face-to-face component.

Applicants applying to the School of Social Work who have completed an approved Human Service Certificate or Diploma Program may be

eligible to receive discretionary credit to be used towards a degree program.

In addition to any specific university transfer credit granted, students who have completed an approved two year diploma program may receive 6.0 units of discretionary credit upon admission to the School of Social Work. Completion of a one year certificate program may result in 3.0 units of discretionary credit admission to the School.

If the community college introductory social work courses articulate with UVic's SOCW 200A or SOCW 200B, the 1.5 units (per course) of transfer credit is in addition to the discretionary credit.

## Undergraduate Advising

If you have not sought course advising, or have not followed the course advising received before undertaking a program of study, it is possible that you will be lacking certain requirements. In that event, you may have to take additional course work before advancing into upper level courses.

## Undergraduate Advising Centres

**Faculty of Business:**

www.business.uvic.ca
Business Student Services Office
BEC 254
Tel: 250-721-8624

**Faculty of Education:**

www.educ.uvic.ca
Education Advising Centre
MACA250
Tel: 250-721-7877
Fax: 250-472-4641
Email - Elementary Teacher Education Programs: ete@uvic.ca
Email - Secondary Teacher Education Programs: ste@uvic.ca
Email - Kinesiology & Leisure Service Administration Programs: ste@uvic.ca

**Faculty of Engineering:**

www.engr.uvic.ca

Computer and Electrical
EOW 250
Tel: 250-721-8678

Mechanical Engineering
EOW 250
Tel: 250-721-8678

Computer Science
EOW 303
Tel: 250-721-7300

**Faculty of Fine Arts:**

www.finearts.uvic.ca

Fine Arts Advising Centre
FIA 119
Tel: 250-721-7755

**Faculty of Human and Social Development:**

www.hsd.uvic.ca

School of Child and Youth Care
HSDB102A
Tel: 250-721-7979

School of Health Information Science
HSDA202
Tel: 250-721-8575

School of Nursing
HSDB202
Tel: 250-721-7961

School of Social Work
HSDB302
Tel: 250-721-8047

**Faculty of Humanities:**

CLEA 117
Tel: 250-721-7567

**Faculty of Science:**

CLEA 117
Tel: 250-721-7567

**Faculty of Social Sciences:**

CLEA 117
Tel: 250-721-7567
Fax: 250-721-7059

**Advising Centre for Humanities, Science, and Social Sciences:**

www.uvic.ca/advising

## For More Information:

Undergraduate Admissions
University of Victoria
P.O. Box 3025, STN CSC
Victoria BC V8W 3P2

Telephone 250-721-8121

Facsimile 250-721-6225
Web site: www.uvic.ca/adms/

# Index


Abbreviations, 37
Academic programs, 15
Academic year, 55
Academically accredited
  See also Accredited
Accredited, 43
  through PPSEC, 15, 17
  use of term in B.C., 16
Admission, 19-26
  as a B.C. secondary school graduate, 20-22
  as a B.C. transfer student, 20, 22-23, 53
  as a mature student, 21, 24
  basis of admission, 20
  direct, 21
  direct route, 20
  grades required for, 24
  indirect route, 20
  "open", 20
  other admission categories, 20, 24
  prerequisites, 25-26
  special categories, 24
  to a program, 19
  to colleges, 21
  to institutes, 22-23
  to universities, 21-23
  to university colleges, 21, 23
  transfer route, 20
  with an associate degree, 20, 23
  with B.C. Adult Graduation Diploma, 22
Adult Basic Education, 13, 22, 25, 33, 40
Advanced Placement, 8, 32
Advanced standing, 55
Agency
  See Open Learning Agency
Alberta, 41
Applied degree, 55
Apply, 55
Applying credit
  maximum, 29
  residency, 28-29
  to a credential, 28
Apprenticeship, 13
Articulation, 55
Assigned credit, 34, 55
Associate degree, 20, 54, 67-69
  admission, 23
  transfer, 32
Association of Universities and Colleges of Canada (AUCC), 16

B.C. Adult Graduation Diploma, 22, 33
B.C. Associate Degree
  See Associate degree
B.C. Council on Admissions and Transfer, 7, 61-66
  council and committee membership, 63
  functions, 61
  major activities, 62
  purpose, 61
  staff and contact information, 66
B.C. Open University, 11, 13
B.C. Post-Secondary Application Service
  See PASBC
B.C. public post-secondary system, 13
B.C. Transfer System, 11-18
B.C. Transfer TIPS, 9, 51-52, 59
B.C. Transfer TIPS Facilitation Guide, 9, 59
BCAGD
  See B.C. Adult Graduation Diploma
BCCAT
  See B.C. Council on Admissions and Transfer

BCCAT Online, 7, 59
Block transfer
See also Program transfer or block transfer
definition, 49, 55
guidelines for block transfer agreements, 49
inter-institutional block transfer agreements, 31
British Columbia...
See "B.C. ... " above
Business management diploma programs
transfer guide, 33

Career/Technical programs, 13
Cluster credit, 27, 36
Colleges, 11, 13, 21
See also Admission to colleges
Course, 56
Course currency, 39, 54
Course outlines, 42-43, 56
Courses not listed, 38
Course-to-course transfer database, 8, 30
Credential, 56
Credit, 56

Duplicate courses, 27

Effective dates, 37-38
Exemption, 56

Frequently Asked Questions (FAQ) about
transfer, 30, 51-54

GED (General Educational Development) , 22
General program transfer accords, 31
Glossary (of transfer terms), 55-57
GPA
See Grade Point Average
Grade Point Average (GPA), 56
See also Grades
admission, 24
minimum, 24
recalculated by receiving institution, 24
Grades, 24
See also Grade Point Average (GPA)
prerequisites, 28
required for admission, 24, 52
required for transfer, 27-28
Graduate studies, 15

Horticulture, 33

Individual assessment, 36
Institutes, 11, 13, 22-23
See also Admission to institutes
Institutions, 11
contact information, 18
Institution-Specific Transfer Notes, 71-112
B.C. Institute of Technology, 72-74
B.C. Open University and Open College, 75-78
Emily Carr Institute of Art & Design, 79-80
Royal Roads University, 81-82
Simon Fraser University, 83-92
Trinity Western University, 93-95
University College of the Fraser Valley, 101-102
University of British Columbia, 96-100
University of Northern British Columbia, 103-
104
University of Victoria, 105-112
Inter-institutional block transfer agreements,
31
International Baccalaureate, 8, 32
International Credential Evaluation Service
(ICES), 42, 60
International students, 41

Justice Institute of B.C., 39

Letter of Permission, 28, 52, 56
Level
See Upper level, Lower level
Level credit, 56
Lower level, 30, 39, 56
applying credit, 28

Major, 56
Mature student, 21, 24
Minimum grade for course transfer, 38
Minor, 56

New transfer agreements and mid-year
changes, 38

Online resources, 59-60
Online Transfer Guide, 7-8, 27, 29-40, 52-53
search results, how to read, 34
searching, 30
sections of, 29
using, 29
Ontario, 41
Open Learning Agency, 11, 13
See also B.C. Open University

Opening Doors, 60

Paired courses, 27
Pan-Canadian Protocol on the Transferability of University Credits, 41-42, 44
Pan-Canadian Protocol on Transferability and Mobility, 42
PASBC, 19, 60
Portable document format (PDF), 9, 31
PPSEC
  See Private Post-Secondary Education Commission of B.C.
Preclude, 56
Pre-major, 31
Prerequisites, 21
  and admission, 25
  defined, 56
  for introductory university transfer courses (chart), 25
  minimum grade requirement, 25, 28
Principles and Guidelines for Transfer, 7, 46-49
Prior Learning Assessment (PLA), 57
Private institutions, 11, 16
  transfer from, 15
Private Post-Secondary Education Commission of B.C., 15, 17, 60
Program transfer or block transfer, 31
  General program transfer accords, 31
Progression of studies, 14
Public post-secondary system
  See B.C. public post-secondary system
Public universities
  See Universities

Quebec, 41

Receiving institution, 16, 57
  See also Sending institution
Residency requirement, 40, 54, 57
  effect on transfer credit, 27-29

Sending institution, 16, 57
  See also Receiving institution

Technical University of B.C. (TechBC), 11, 39
TIPS
  See B.C. Transfer TIPS
Transcript, 57
Transfer Notes, 31
  See also Institution-Specific Transfer Notes
Transfer System
  See B.C. Transfer System
Transfer tables
  See Course-to-course transfer database
Transfer, defined, 57
Transferring credit
  adult basic education, 33
  Advanced Placement, 32
  Associate degree, 32
  between colleges, 39
  block transfer, 31
  business management, 33
  cluster credit, 27
  course currency, 39, 54
  courses not listed, 38
  course-to-course transfer database, 30
  credit applicable to a specific program, 39
  duplicate courses, 27
  effective dates, 38
  failed courses, 27
  frequently asked questions, 30, 51-54
  from a Canadian college or institute, 41
  from a Canadian university, 41
  from a university, 44
  from Alberta, 41
  from another country (other than the U.S.), 41
  from B.C. to outside B.C., 43, 53
  from outside B.C., 40, 53
  from Quebec, 41
  from the United States, 41
  from university colleges, 39
  horticulture, 33
  International Baccalaureate, 32
  letter of permission, 28
  limits on transfer credit, 27, 29
  minimum grade, 27, 38
  new transfer agreements and mid-year changes, 38
  "old" courses, 27
  paired courses, 27
  process, 27
  program transfer , 31
  reasons for no credit, 27, 52
  to professional designations, 40

Unassigned credit, 34, 57
Undergraduate studies, 15
United States, 41
Units, 36, 57

Universities, 11, 13, 21
See also Admission to universities
transfer between, 52
transfer from, 44
transfer policies, 22
University colleges, 11, 13, 21, 39
See also Admission to university colleges
admission policies, 23
University Presidents' Council, The, 17
Upper level, 30, 39, 57
applying credit, 28
Using credit
See Applying credit

Vocational, 13

Yukon College, 11